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Audit & Compliance Officer

Leeds

ABOUT THE Audit & Compliance Officer

The role will have a focus on ensuring that a fully robust due diligence and assurance process is carried out on proposed sellers of debt books and third party suppliers to include outsourcing and service providers. Work alongside the Senior Due Diligence Manager on seller and supply regulatory compliance and ensure recommendations are made in line with expectations. Provide assistance to the Senior Due Diligence Manager in delivering the annual supplier oversight plan.

WHAT YOU'LL BE DOING

- Working alongside the Senior Due Diligence Manager providing assurances and audit trail on prospective purchases and new suppliers, identifying risk and non-conformance.
- Support the function by attending due diligence meetings, performing due diligence tasks according to the predetermined procedures and any other reasonable requests made by the Senior Executive team and the Board
- Producing reports communicating compliance related risks on work undertaken and reports for Director of Audit, Risk and Compliant to present to the DPC committee
- Ensure the delivery of assurance is within the agreed SLAs/KRIs and all reviews are carried out in accordance with the due diligence policy and process
- Build relationships and maintain reviews on key suppliers including the annual oversight plan and the annual questionnaire. Communicate any significant structural changes or change to ownership or regulatory sensor is reported to the appropriate members of the Senior Executive team
- Provide recommendations and decisions which are in the best interests of the business in line with TCF
- Verify any regulatory changes are always taken into consideration during the due diligence process
- Provide support to Sales and Client Relations during the purchase process

WHO WE ARE LOOKING FOR

- You will ideally have a minimum of 1 years in a similar role and ideally, you'll have experience within a compliance department in a Financial Conduct Authority (FCA) regulated environment,
- You will have a minimum of 5 GCSEs or equivalent
- You will have a thorough understanding of the consumer credit sector and working within the regulatory framework of the FCA
- Provide Ad-hoc analysis as required by Directors and Business functions
- The ability to adapt & change reporting requirements to suit business needs
- The ability to work in a fast paced environment and manage / prioritise workload
- You will understand the requirement to respect confidentiality of information

We are looking for someone who can work well independently and as part of a team and someone who looks beyond the boundaries of their own job to support other. The ideal candidate will be able to communicate with team members and others whilst sharing knowledge and ideas. We are looking for someone who can work at all times within ISO Quality framework, CSA, FCA, ICO & all other Regulatory Rules & Guidelines.

WHAT YOU'LL GET IN RETURN

- A really competitive salary **circa £25,000 - £30,000 DOE**

- Monday to Friday 37.5 hours per week.
- Up to 10% bonus paid annually
- Up to 5% employer contribution to your pension plan
- Generous Healthcare Cash Plan
- Long Service Incentive scheme
- 23 days holiday (Rising to 26 days with length of service) + Bank holidays
- Free Parking
- Other benefits associated with forward thinking companies, including really great recognition schemes
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).

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