

Job Description

Position	Compliance and Risk Manager
Reporting to	Operations Director
Location	Head Office, Hastings
Salary	£Competitive

Summary

Invest & Fund is committed to building the UK's most trusted peer-to-peer marketplace helping individuals, high net worth lenders, private banks, family offices and institutions achieve attractive, risk-adjusted returns from successful residential development projects. Having already lent over £60m, the business is at an exciting time as it seeks to scale and become a market leader in the provision of residential development and bridging finance. Invest & Fund is fully authorised and regulated by the FCA.

The role of the Compliance and Risk Manager is to help deliver a compliant operating environment within the firm through identification, measurement/assessment, mitigation and monitoring of risk. This will include providing advice and reporting internally on regulatory matters to senior management, working in close conjunction with the Compliance Officer and helping the business manage regulatory compliance and wider risk in an effective and controlled manner.

Key Accountabilities

- Responsible for reporting to senior management on a regular basis on compliance matters, in the format of the firm's compliance risk profile and activities.
- Advise senior management on compliance with legislation, FCA and other applicable regulations, rules and standards, keeping them informed of developments
- Responsible for educating staff on compliance issues and act as a contact point within the firm for staff compliance questions
- Responsible for design and implementation of Risk and compliance framework and monitoring program.

Key responsibilities

- Proactively identify, document and assess the compliance risks associated with Invest & Fund's business, including the content and layout of the website, development of new products and business practices, new types of business or customer relationships or material changes.
- Assess the firm's compliance procedures and guidelines, follow up any identified deficiencies promptly and make proposals for amendments.
- Establish written guidance for staff on implementing compliance with legislation, regulations, rules and standards through policies and procedures and other documents such as the Compliance Manual
- Conduct staff training on topical issues, oversee annual compliance refresher training and deliver induction training for new staff

- Agree a compliance monitoring program and monitor and test compliance by performing and documenting regular representative compliance testing.
- Keep internal registers up to date including internal breaches, approval of financial promotions, Risk Register, Risk Appetite Matrix and any associated policies and procedures.
- Undertakes the role of Data Privacy Manager ensuring compliance with data protection (GDPR) requirements.
- Responsible for FCA reporting, including Gabriel returns
- Responsible for oversight of FCA and CASS breaches, documenting and reporting the breach and also implementing retrospective changes to ensure breaches do not reoccur
- Keep up to date on regulatory issues and changes, and advise the business of developments affecting the industry
- Research and advise management on compliance related issues
- Member of Operations and Risk Committees. Responsible for the management of the Risk Committee meetings
- Deputy MLRO supporting the MLRO as required

Key Skills

- Contribute to the corporate culture by emphasising the standards of excellence, honesty and integrity
- Hold oneself to high standards and at all times strive to observe the spirit as well as the letter of the law
- Ability to work independently from the business in an oversight function
- Ability to work effectively with other members of the team
- Solutions driven, helping the business achieve its goals in a compliant manner
- An eye for detail and able to proof-read documents
- High standards of written English and presentation skills
- Good judgement and ability to prioritise according to the firm's compliance risk profile and compliance risk assessment
- Necessary qualifications, experience and professional and personal qualities to carry out the specific duties
- A sound understanding of relevant laws, rules, regulations and standards and their practical impact
- Participates in regular and systematic education and training to maintain professional skills, especially to keep up to date with changes in regulation and law.

Key Experience

- A proven track record working in Compliance advisory and monitoring roles
- Regulatory experience focused on FCA rules, including CASS, AML and TCF
- Good knowledge of Data Protection and GDPR requirements
- Systems & Controls and governance experience
- Practical experience of reviewing Financial Promotions
- Ability to translate regulatory requirements into practical considerations and solutions to enable the business to operate effectively
- Effective stakeholder management and able to deal with senior management
- A knowledge of article 36H and other key regulatory areas affecting P2P (not essential)
- An understanding of non-regulated real estate lending (not essential)