



barcud

Job Description

Corporate Compliance Officer

All criteria are Essential unless indicated otherwise

Reports to:	Head of Governance
Responsible for:	N/a
Overall Job Purpose:	Contribute to the effectiveness of the Group's governance framework by ensuring compliance and supporting the delivery of strategic objectives, with responsibility for coordinating risk management and internal audit processes to uphold strong internal controls and assurance.

Key Responsibilities

Compliance

- Ensure that the Corporate Registers are regularly updated, to include the Assets and Liabilities Register, Seal Register, Data Breaches Register and Compliance Register and prepare reports to the relevant Board or Committee on a quarterly basis
- Co-ordinate and validate data returns, completing and submitting to the Welsh Government and other bodies on a quarterly or annual basis as required
- Prepare and submit Accounts and Confirmation Statements for the Group to Companies House and the FCA as and when required
- Support and advise colleagues on any potential or actual data breaches alongside the Head of Governance and report data breaches to the Information Commissioner's Office
- Co-ordinate risk management and internal audit processes across the Group
- Delegate work to the Governance and Projects Officer as required to ensure consistent service levels are maintained across all work areas

Assets

- Manage securitisation projects, to include liaising with the Lenders' Solicitor, Barcud's Solicitor and other parties in order to secure properties in a timely manner

- Complete annual stock and rent return and submit to the Welsh Government
- Compile stock valuation data for the lenders on an annual basis and arrange valuations with Valuers
- Liaise with Solicitors and lenders to release properties from charge.
- Complete M&G Trustee quarterly returns
- Complete Priority Notifications and submit to Welsh Government
- Act as first point of contact for Land Registry enquiries

Internal Audit and Risk

- Monitor and track the implementation of agreed audit actions, providing regular updates to senior management and relevant boards and committees
- Maintain and update the association's risk register, ensuring risks are accurately recorded, assessed, and regularly reviewed with risk owners
- Strengthen risk awareness and promote a robust risk management culture across the organisation by collaborating with senior leaders and providing guidance and support to colleagues on risk identification, assessment, and mitigation, ensuring procedures are clearly understood and consistently adhered to.
- Support the preparation of reports to the Board and relevant committees on risk management, internal controls, and assurance activity
- Ensure that assurance mapping is up to date, identifying gaps or overlaps in controls and sources of assurance
- Work with stakeholders to ensure compliance with internal policies, regulatory standards, and audit requirements

Corporate

- Be responsible for providing responsive, customer focussed corporate compliance information to colleagues, Boards and Committees Commitment to and promotion of Barcud's Values and Strategic Objectives
- Carry out any other such duties and responsibilities as may reasonably be requested

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



Personal Specification

Corporate Compliance Officer

This person specification details the experience and skills for the position of Corporate Compliance Officer at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications:

- Educated to “A” Level standard or equivalent
- Evidence of continually developing professional knowledge

Experience:

- Experience in delivering a compliance or business support service, preferably in a not for profit environment
- Experience in working collaboratively across an organisation
- Analysing data to identify trends and patterns
- Storing, reporting and record keeping of sensitive and confidential data
- Experience of internal audit and/or risk management processes (Desirable)
- Public Sector or Housing Association experience (Desirable)

Knowledge/Skills:

- Knowledge of Data Protection requirements and compliance
- Ability to use a variety of computer systems to log, monitor and analyse data
- Ability to set up databases and analyse data
- Strong organisational skills and the ability to prioritise, work under pressure and meet deadlines

Personal Qualities:

- Ability to work unsupervised
- Ability and confidence to deal with senior staff and to request data to a fixed timescale
- A strong commitment to high quality customer service
- Adopts a flexible approach to the requirements of the job
- Adapts positively to change