

Role Profile

Position Title	Compliance Analyst
Position Code	
Directorate	Risk
Reports to (Position)	Head of Compliance
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Contract Term (if applicable)	n/a
Line management Responsibilities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grade	15
Working hours	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time FTE:
Location	2 Thomas More Square, London E1W 1YN. Reasonable travel.
Context of the role	<p>The Risk Directorate is made up of the risk, cyber, compliance and business continuity teams. It provides consistent and accurate identification, evaluation, management and mitigation of risk to the payments ecosystem.</p> <p>The Directorate is responsible for the development and delivery of enterprise risk management strategy across all areas and stakeholders of Pay.UK including the approach to systemic risk management of the wider payments ecosystem, consistent with the wider engagement strategy.</p> <p>In addition, it is responsible for the Information Security strategy across all areas of Pay.UK including suppliers and the wider payments ecosystem.</p> <p>The Directorate ensures continuous development of risk capability across Pay.UK via the development and maintenance of the; Enterprise Risk Framework, Compliance framework, Operational Resilience framework and Information Security control framework.</p> <p>The Compliance function provide a holistic and proactive view of risk and Legal/regulatory compliance to regulatory bodies evidencing mitigating actions in place.</p>

Restricted

Role Dimensions	Permanent Workforce: circa 70 Contractor Workforce: circa 20
Summary of Role	Responsible for supporting the compliance team to ensure Pay.UK adheres to relevant regulatory and legal obligations. Assisting the team with the development and implementation of enterprise wide compliance programme.
Key Accountabilities	<ul style="list-style-type: none"> • Supports the Compliance team in the design, development of the enterprise compliance programme which includes activities such as: <ul style="list-style-type: none"> ○ embedding of the compliance charter and handbook; ○ supporting the development of policies by ensuring alignment to the overall policy framework; and ○ supporting the business by advising on legal and regulatory obligations. • Regularly liaises with Pay.UK Legal team to understand changes in legislation impacting Pay.UK and the wider ecosystem. • Proactively reviews/updates compliance processes and procedures to ensure they remain appropriate and up-to-date for business needs. • Works with the compliance team to develop the awareness of compliance process and procedures. • Supports the team with drafting of internal reports for senior management and relevant committees. • Supports the team in the delivery and facilitation of compliance led workshops such as the Internal Managers Attestation process. • Monitors and reports on the effectiveness of internal compliance controls. • Monitors, escalates and reports the compliance team’s internal strategic risk. • Proactively works with the Risk, Security team and DPO to understand the key risks impacting Pay.UK and identify any new or emerging risks. <p>Other obligations:</p>

Restricted

	<ul style="list-style-type: none"> • Ensures compliance with all Pay.UK policies and procedures and complete required compliance training in a timely manner. • Promotes diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.
Behaviours	Aligned with Pay.UK Values
Internal & External Interactions	All Pay.UK directorates
Qualifications and Experience	<p>Preferred Experience</p> <ul style="list-style-type: none"> • Working knowledge in a related discipline such as compliance, audit, legal and risk management. <p>Desirable Experience</p> <ul style="list-style-type: none"> • Educated to a degree level • General awareness and working knowledge of law relating to the payments industry • Project management experience • Awareness of laws and regulations • Practical working knowledge of the COSO integrated internal control framework/Sarbanes Oxley Act
Core Skills and Competencies	<ul style="list-style-type: none"> • Practical experience of monitoring controls and identify improvements to the efficiency of controls. • Ability to demonstrate an understanding of the UK’s regulatory system. • Strong problem-solving ability which help the team to overcome difficulties caused by such scenarios. • Effective stakeholder management skills and ability to communicate at levels. • Excellent organisation and time management skills, an efficient multitasker with the ability to effectively manage competing priorities. • Strong attention to detail, good analytical skills with sound decision-making abilities. • Good risk and compliance assessment capabilities including the ability to assess alternative options and make informed decisions based on the risk appetite.

Restricted

--	--

Version Control

Document Owner	People Directorate			
Version number	2.0			
Governance	Draft:	Review:	Approve:	Approval Date:
Review Frequency			Next review date:	
Document reference				