

Job Title:	Senior Risk Manager
Department:	Risk and Compliance
Business/Function:	Novia Financial Plc.
Main Location:	Bath
Reports To:	Head of Risk and Compliance
Job Summary/Purpose	
<p>As the risk manager you'll be responsible for managing the risk to the organisation, its employees, customers, reputation, assets and interests of stakeholders. You may work in a variety of sectors and specialise in a number of areas including:</p> <ul style="list-style-type: none"> • business continuity; • corporate governance; • enterprise risk; • information and security risk; • market and credit risk; • regulatory and operational risk; • Technology risk. 	
Key Responsibilities	
<ul style="list-style-type: none"> • To contribute to the delivery of the Novia Annual Compliance Monitoring Plan ensuring Novia meets its business goals in a controlled way, within a sound risk management framework. • planning, designing and implementing an overall risk management process for the organisation; Input to the improvement of mitigating controls and actions • risk assessment: analysing risks as well as identifying, describing and estimating the risks affecting the business; • risk evaluation: comparing estimated risks with criteria established by the organisation such as costs, legal requirements and environmental factors, and evaluating the organisation's previous handling of risks; • establishing and quantifying the organisation's 'risk appetite', i.e. the level of risk they are prepared to accept; • risk reporting on the key exposures and progression of remedial action ,in an appropriate way for different audiences, for example, to the board of directors so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individuals to understand their accountability for individual risks; • corporate governance involving external risk reporting to stakeholders; • carrying out processes such as purchasing insurance, implementing health and safety measures and making business continuity plans to limit risks and prepare for if things go wrong; • conducting audits of policy and compliance to standards, including liaison with internal and external auditors; • Provide support, education and training to staff to build risk awareness within the organisation. • Work with Compliance and Legal support to understand applicable regulations and regulatory risks associated with launching or changing products. • Collaborate with internal Compliance teams (AML, Risk, Product) to identify clear steps necessary to mitigate regulatory risks and provide those recommendations in the form of clear requirements. • Draw upon regulatory knowledge to quickly assess and offer risk-based solutions to difficult business issues. 	

- Perform competitive benchmarking to ensure compliance programs are best practice
- Proactively reach out to departments, and the larger risk community to offer support and assistance in risk-related matters to ensure an open, adequate and effective risk management culture.
- Meet all Financial Services Authority regulations
- Ensure that the Treating Customers Fairly principles are adhered to
- Follow health and safety policy and practices
- Continually focus of delivery of excellent customer service to ensure that the Company is highly valued by our clients.
- Reporting potential failure to meet the above responsibilities to line management
- Work towards own and team goals, remain flexible in outlook and continually develop self to achieve stretch objectives

You will, from time to time, be required to undertake other activities that fall within your capabilities as directed by management.

Core Competencies

Business Focus

The motivation and ability to apply good financial practice and company procedures at all times

Operational Excellence

Continually delivering and improving excellence for clients and customers

Client and Customer Focus

Add value to client/customer, adhere to Treating Customers Fairly principles, and operate as a true business partner

Communication

Communicate clearly and concisely, tailoring content and style, with ability to make a positive impression on others

Expert Knowledge

Consistent application of professional or specialist knowledge and skills; takes opportunities to contribute to policy and best practice

Working With Others

Working successfully with others and building a network of good relationships in order to achieve shared goals

Performance Focus

Demonstrate energy and enthusiasm, takes ownership, delivers results and improves personal performance

Authority Levels and Decision Making

Key Contacts/Stakeholders

Specialist Skills, Qualifications and Experience	
Essential:	Desirable:
<p>Strategic and analytical thinking Be able to work with time restraints Be able to communicate effectively Have comprehensive risk management knowledge Be able to conduct meetings and presentations skilfully Be able to observe project deadlines Be detailed and results oriented Be a strong negotiator Be able to understand complex edicts, regulation guidelines, insurance products, and financial legislation At least 2 years FSA Compliance Audit Experience with Investment Administration background Good understanding of Joint Money Laundering Steering Group Guidance Notes understanding of the Data Protection Act & Information security Good understanding of Treating Customers Fairly principles Strong understanding of the Wrap concept</p>	<p>ICA Diploma in Compliance ICA Diploma in Anti –Money Laundering IAQ Qualified Knowledge of : ○ Exchange Traded Funds</p>