

**Compliance Officer– full time, permanent – hybrid working.**

This is an exciting opportunity to join Bath Building Society's Compliance team.

The role is based at the Society's Head Office, but the successful candidate will have the flexibility to manage their own working pattern between home and office subject to any training needs and core business requirements to be agreed.

Located on Queen Square in the centre of the beautiful city of Bath, the Society has been serving the city and supporting our local community since 1904. As a mutual Society we are committed to being an employer of choice, creating a diverse and inclusive team, managing our environmental impact, and supporting our local community.

We are proud of the strong supportive culture at the Society. It's a highly collaborative environment with great team spirit and we're all passionate about giving Members a personalised service.

Alongside maintaining a robust control environment there are a lot of exciting regulatory and business change initiatives taking place right now and you'll be seeking to demonstrate the activities we do are compliant with the regulators expectations and challenging them if not while remaining true to the Society's core values.

**What you'll be doing:**

Reporting directly to the Head of Compliance (HoC) and supporting the Chief Risk Officer (CRO) in ensuring the Society is compliant with all statutory legislation, regulation, and any voluntary codes that we subscribe to. To assist the HoC and CRO in creating a culture of proportionate compliance, appropriate to the nature, scale and complexity of our business. You will provide essential support in various compliance matters, contributing to the overall effectiveness of our control environment and the successful delivery of the Society's Strategy.

This role is ideal for someone who is enthusiastic about compliance, possesses strong influencing skills with close attention to detail, and is eager to learn and grow within a dynamic workplace.

**Key responsibilities:**

- To be a technical expert on compliance matters, particularly relating to regulatory change, to ensure that the business reacts as required.
- Carry out 2nd line risk and compliance activity as set out in the Compliance Monitoring Plan (CMP) and 4Risk (Society's Risk system) with a focus on the Savings area.
- Assist in maintaining the CMP and 4Risk system as part of the combined assurance, three lines of defence model.
- Financial crime prevention:

1. Give guidance to the business regarding financial crime matters.
  2. Review internal suspicion reports.
  3. Review and respond to PEP, sanctions & RCA alerts.
  4. Oversee 1<sup>st</sup> line transaction monitoring.
  5. Provide information to the Police required by Production Orders.
  6. Report to National Crime Agency for consent.
  7. Submit Information from Lender reports to FCA.
  8. Assist with PEP and sanction checks and controls.
- Financial Promotions
    1. Review and approve website changes.
    2. Undertake an annual review of the website.
    3. Sign off financial promotions.
  - Review Society policies and procedures, as required. Ensure changes are compliant and effectively communicated.
  - Ensure that all online compliance training is delivered in accordance with the rolling schedule, including setting up new starters on the training system.
  - Liaise with internal and external auditors where necessary.
  - Assist with Treasury back-office function, as required.
  - Be aware of the day-to-day operational risks in the business and how they relate to the overall risk management of the Society.
  - Undertake any other relevant tasks as requested by the HoC/CRO.
  - Assist with the maintenance of the Society's Regulation Radar.
  - Assist with the maintenance of the Document Retention schedule.
  - Attend business/training events, as required.
  - Provide input to regulatory projects/initiatives as requested.
  - Oversee compliance with the savings products and services processes including Training and Competency.
  - Undertake the various savings checks, as detailed in the Compliance Monitoring Plan and 4Risk.

### **Skills, Qualifications and Experience:**

- Influencing skills, to obtain buy in from colleagues at all levels.
- Strong communication skills.
- Great attention to detail.
- Professional and disciplined approach to see tasks through to satisfactory resolution.
- Ability to work well as part of a team and to work independently when required, planning work effectively to meet deadlines.
- Experience in financial services compliance/audit.
- Compliance knowledge of savings, mortgages, financial crime prevention, financial promotions, treasury etc.
- CeMAP\* qualification or equivalent.
- ICA Advanced Certificate in Compliance\* or equivalent.
- Excellent interpersonal skills - honesty and discretion.
- Calm under pressure.
- Willingness to appropriately challenge others.

- Close attention to detail and high compliance standards / curious nature
- Judgement to ensure that compliance activities have a business focus and that our approach is always proportionate and pragmatic.
- Analytical skills to extract the key relevant information from complex documents.
- Flexible problem solving to find solutions to the challenges of compliance.
- Organisational skills to plan priorities and maintain records in a manner that ensures information is easily accessible and understandable.
- Report writing skills to ensure procedures and training are understandable and useful.
- Ability to work well as part of a team and to work independently when required, planning work effectively to meet deadlines.

The role will often involve access to potentially sensitive information, so discretion is required at all times.

\*A commitment to undertake courses/training/qualifications, as required in an agreed timeframe.

### **Why should you apply?**

Here are just some of the reasons our colleagues are attracted to work for Bath Building Society:

- Central Bath location with hybrid working opportunities when the job allows.
- Competitive salaries and a good work life balance, we don't expect you to work silly hours.
- Holiday allowance of 27 days (plus bank holidays) with the option to buy an additional five days.
- A day off for your birthday.
- A day off every year to take part in our community volunteering programme.
- Generous pension scheme.
- Insurance and Healthcare benefits after a qualifying period.
- Colleague Forum.
- Health & Wellbeing Forum.
- Charity Fundmatching scheme.
- Support from Mental Health First Aiders.
- Sharing in Success: Annual bonus scheme based on both the performance of the Society and your individual performance.
- Access to the Wider Wallet colleague discounts portal to enjoy discounts off nationwide brands.
- We also have regular social events and some of the best parties!

Interested? Please send a cv and covering letter to [careers@bibs.co.uk](mailto:careers@bibs.co.uk).

**Closing date: 29<sup>th</sup> February 2024**

\*We reserve the right to close this vacancy early if we receive sufficient applications for the role. If you are interested, please submit your application as soon as possible.