***We have an internal opportunity available for a conscientious and well organised individual to join our Financial Crime Governance & Reporting Team.***

***This role is being advertised internally as a secondment opportunity for 6 months.***

***Key Responsibilities:***

* Day to day running of first line financial crime governance and reporting obligations, including monitoring and co-ordinating responses to incidents and actions derived from multiple sources (ORMS, RCSA, Audit, M&T). Ensuring an effective monitoring framework is in place alongside MI which is presented accurately and clearly for regular management review/input.
* Administer and enhance the first line financial crime governance calendar by proactively identifying and logging key financial crime related dates/targets. Raising awareness of upcoming key dates with stakeholders and ensuring associated activities are performed/concluded.
* Act as a conduit between stakeholders including business units and financial crime teams to co-ordinate governance and reporting activities across the business.
* Minute and action taking for first line financial crime meetings/workshops.
* Gather data and prepare MI packs/reports in accordance with agreed schedules; including review, commentary and documenting any risks/items for escalation.
* Perform pro-active reviews of trends and recommend areas for further operational analysis. In addition to recommending areas of MI enhancement/development to further improve oversight of financial crime risk and/or operational performance.
* Regular production and ongoing development of tracking MI with regard to the ongoing FcOp’s Gap Analysis against the Financial Crime Standards. Work with business unit stakeholders and colleagues in Financial Crime Operations, to report on Gap Analysis progress and any areas requiring attention/escalation.

***About you:***

* An effective communicator ensuring complex information is articulated and understood.
* Ability to prioritise and manage a busy workload.
* Experience producing written reports and MI Packs
* Experience leading/co-ordinating governance arrangements
* Educated to degree level or able to demonstrate a suitable level of relevant experience.
* Holds an industry recognised financial crime related professional qualification **(Desirable but not essential).**