WORKING WITH US
To improve lives of people in the UK
Compliance Manager
April 2019

www.bigsocietycapital.com
IN THIS BRIEF

The opportunity
Who we are
What we do
How we work
Working here
How to apply
THE OPPORTUNITY

JOB TITLE

Compliance Manager

OVERVIEW

The Legal and Compliance team play a vital role in ensuring Big Society Capital’s reputation as a responsible investor and that we meet our legal and regulatory commitments.

The Compliance Manager will focus on supporting the design, implementation and adherence to the Financial Conduct Authority’s rules and guidance across all aspects of Big Society Capital’s operations, promoting the importance of business integrity and compliance within Big Society Capital. This is a new role in an expanding team and we are looking for someone who has the regulatory expertise and drive to lead our compliance efforts across a growing business.

REPORTING TO

Head of Legal

KEY ACCOUNTABILITIES AND SPECIFIC RESPONSIBILITIES

- Review and update policies, manuals and risk assessments
- Oversee and maintain a training programme for all relevant members of management and staff (including senior management) appropriate to the compliance risks posed to BSC, including financial crime
- Assist management to develop and maintain an effective anti-money laundering and counter-terrorism financing compliance culture, supporting the Investment Team Administrator with CDD queries
- Monitor the day-to-day operation of anti-money laundering policies and procedures and ensure that required records are maintained
- Alongside the legal team, respond to requests for advice on compliance matters from Big Society Capital staff
- Work with the Head of Legal and Chief Financial Officer to identify and resolve compliance related issues.
- Provide reports to senior management as and when required
- Compile relevant returns and reports required by the Financial Conduct Authority (excluding financial related filings such as the ICAAP)
- Keep abreast of UK compliance requirements relevant to Big Society Capital’s operations
- Assist the MLRO with investigations and reports of fraud and suspicious activities to the relevant authorities, including STORS
- Maintain compliance registers e.g. breaches, complaints, insider lists
- Assist in responding to requests for information from the Financial Conduct Authority or law enforcement authorities
- Work with external consultants to prepare a proposal for an annual compliance monitoring plan for approval by the Executive Committee and Audit, Risk and Compliance Committee
- Arrange for external consultants to carry out the annual compliance monitoring programme
- Ensure that all employees are aware of their personal obligations under Big Society Capital’s procedures
- Ensure that all employees sign an attestation each year confirming that they have read and understood the anti-money laundering and counter-terrorism financing policy and procedures
PERSON SPECIFICATION

Experience (essential)

- Knowledge of Financial Conduct Authority compliance requirements for a UK regulated financial institution including financial crime compliance requirements
- 3+ years experience in managing compliance issues, with a broad spectrum of knowledge from a generalist compliance function

Experience (desirable)

- Detailed knowledge of Financial Conduct Authority compliance requirements for a BiPRU firm or in a private equity or asset management context
- Knowledge and experience of data protection legislation
- Engagement with the third sector in some capacity (e.g. trustee of a charity)

Skills, abilities and attributes

- Demonstrates a high level of proficiency in written and spoken English
- Very strong communication skills
- Systematic approach to work with high attention to detail
- Strong research and analytical skills
- Approachable and strong team player but able to work self-sufficiently
- Flexible and willing to take on different tasks as required
- Enthusiastic, proactive and confident
- Resilient and can cope with ambiguity and change
- Well organised and able to prioritise
- Good at finding innovative solutions to problems
- Willingness to learn

Commonweal
WHO WE ARE

Big Society Capital improves the lives of people in the UK by connecting social investment to charities and social enterprises.

We believe investment has a significant role to play in the world, helping to deliver solutions to some of the most entrenched social challenges.

We know that investment can help charities and social enterprises achieve more, with over 3,000 organisations having already used social investment in the UK to grow their social impact.

We are an independent social impact investment institution, set-up by Sir Ronald Cohen and Nick O’Donohoe with £600 million of permanent capital from dormant bank and building society accounts and four high street banks. We are governed by senior representatives from the social, financial and government sectors.
WHAT WE DO

Our work at Big Society Capital starts with building an understanding of the social issue and the sustainable enterprise solutions that can bring about change. We then design or improve investment routes that can bring together the needs of enterprises and investors. We believe sustainable solutions can attract the greatest capital and ultimately grow to have the biggest impact on people’s lives.

As a wholesale social impact investor, we invest into fund managers who in turn provide capital to enterprises that can bring about social change. So far, with our co-investors, we have committed over £1.3 billion of investment.

We also engage with investors, fund managers, charities and social enterprises to make it easier to use social investment.

We currently focus on three strategic themes where we believe social investment has a significant role to play in improving people's lives in the UK:

HOMES

The Challenge:

The UK’s housing market crisis is affecting people across the country: there is an inadequate supply of high quality, affordable homes which is leading to rising levels of homelessness, people living in unsuitable accommodation and people unable to access the support they need. This is happening at the same time that home ownership is becoming increasingly unaffordable.

We believe social investment has great potential to help address these challenges and to contribute to a more inclusive housing market.

Our Approach:

Our aim is to test, replicate and scale innovative housing models. We want to attract additional capital to these models to deliver more secure and affordable homes for those in need, including for the most vulnerable people in society.
PLACE

The Challenge:

There are areas of the UK that have been ‘left behind’ for many years, and even in relatively prosperous areas, there continues to be high inequality and entrenched poverty. We believe that where a person happens to be born should not affect their life chances or ability to live a happy and fulfilling life.

We believe social investment is one tool that can help address these challenges to enable thriving and inclusive places in the long-term.

Our Approach:

Our aim is to work with partners at both the local and national level – who bring a range of tools, skills, experiences and resources – so that places can flourish. We believe social investment has a role to play, but recognise that creating long-term change will be complex and that we need to take a learning approach to our work.

EARLY ACTION

The Challenge:

Vulnerable people across the UK struggle with challenging problems that often are preventable before they escalate. However many interventions and funding streams are reactive to issues that have already occurred.

We believe social investment has the potential to support interventions that address issues and their causes early.

Our Approach:

Our aim is to develop and scale innovative ways to prevent social problems, with a focus on improving the lives of vulnerable children and elderly people. We will do this by focusing on improving outcomes for: children transitioning from the care system, children at risk of obesity and vulnerable elderly people.
WORKING HERE

PURPOSE
As a member of the team, you have an opportunity to shape our work and the impact we can have to improve people’s lives across the UK through social investment.

BENEFITS
We provide a salary and benefit package that is very competitive within the UK social and public sector, and that includes a contributory pension plan, health insurance and other benefits.

TRAINING AND DEVELOPMENT
We are committed to our team’s continuous learning and development. We offer team members the autonomy and support needed to tailor their own development plans that consider both their long-term ambitions and short-term needs within the role. We do this in a way that is engaging and stretching, including providing a generous individual development budget, organisation wide training including leadership programme, peer-to-peer learning, diverse in-role projects and the opportunity to observe investment committees of our investees.

VALUES
Underpinning our approach is our organisational culture that shapes all our work. Our values articulate the culture we seek to create, and encapsulate a number of behaviors and attitudes we feel are necessary to live up to our purpose.

- **Purposeful**: We are passionate and energetic in our work to bring about our long-term vision of a thriving social investment market that enables positive social impact.
- **Pioneering Spirit**: We give our team the autonomy and flexibility to be entrepreneurial and creative. We have the courage to push boundaries and a restless drive for change.
- **Openness**: We listen, learn, experiment and collaborate. And we are adaptive and flexible in responding to what we learn.
- **Rigorous**: We take a rigorous approach in all we do. We expect the highest standards and continually strive for excellence.
- **Respectful**: We are genuine in both our approach and aspiration. We value each member of our team and our partners for what they bring.
**WORKING WITH US:** Compliance Manager

---

**SALARY AND TERMS OF EMPLOYMENT**

- All applicants must have an existing Right to Work in the UK.
- Salary - Circa £40,000 (FTE)
- We are an equal opportunities employer.
- Flexible working hours

**APPLICATIONS**

Please apply through BeApplied. Visit: [https://app.beapplied.com/apply/lmcakfmiqp](https://app.beapplied.com/apply/lmcakfmiqp)

**INTERVIEWS**

Selected candidates will be invited for first round interviews the w/c 03 June 2019.

---

**Closing date for applications is Sunday 19 May at 10pm**