



Job Description

Job title: Assistant Risk Manager

Department: Risk & Compliance

Jurisdiction: Jersey

Purpose of the role

To partner with the business to continually assess and identify potential risks, evaluating these to ensure that they are appropriately mitigated through properly implemented policies, procedures, training, systems and controls.

Key Responsibilities

- Identifying potential regulatory and non-regulatory risks through thorough and ongoing risk assessments with relevant business leads;
- Liaising with the business to identify team specific risks to maintain & update the Business Risk Assessment;
- Evaluating identified risks against a variety of information & factors (e.g. documents /statistics /reports /trends) to provide commentary and recommendations about how to mitigate these risks;
- Driving service levels from the Risk & Compliance function to ensure that the operational risk needs of the business are serviced appropriately, through maintenance/reporting and controls of key areas;
- Establishing a comprehensive risk management framework across all jurisdictions;
- Identifying and managing Ogier's operational risk priorities;
- Ensuring the risk priorities are effectively addressed through a regular testing programme of the global policies, procedures, systems and controls;
- Initiating action to address any gaps or deficiencies identified during the remediation process;
- Providing insightful, quality reporting to internal Boards, Committees and other key stakeholders to support risk processes;
- Managing completion of the Annual Risk & Compliance Staff Declaration;
- Overseeing the Breaches, Errors, Omissions and Complaints log and the Professional Indemnity Insurance log;
- Contributing to Risk Committee meetings on current risk issues and developments;
- Maintaining an open and productive relationship with Ogier's insurers;
- Arranging the annual renewal of the PII and premises insurance;
- Notifying Ogier's insurers of internal and external claims on our policies;
- Overseeing and testing the Group Business Continuity Plan;
- Supporting the Head of European Compliance and Group Risk with ad hoc projects as required; and
- Maintaining the Group Risk site housed on the intranet platform.

Competencies

- Holds a relevant Risk Management qualification (eg The International Certificate in Financial Services Risk Management etc.);
- Previous, practical experience of operating within a varied and busy Risk Management environment;
- A strong understanding of regulatory Anti-Money Laundering frameworks;
- Involvement with compliance monitoring programmes and carrying out reviews, testing adherence to laid down procedures;

Job description (cont.)

- Technically strong with good IT ability – including a minimum of a working knowledge of Microsoft suite; and
- Excellent relationship management skills – proven experience of building internal & external relationships, through strong interpersonal and team working skills.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com