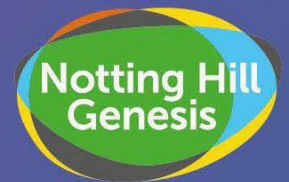


# Compliance Support Analyst



Working better together  
for our residents

## Finance

### All about us

We're a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

### What's it all about

You will help coordinate all aspects of Financial regulations, policies and procedures at NHG. Your focus will be on implementing and embedding these processes and procedures across our business.

### How you'll make a difference

As an integral part of the Finance team, you will drive a customer centric ethos and continuous improvement culture within our Finance team, ensuring all finance services deliver the best outcomes for our residents

### How you'll do it

- Monitor the Gifts and Hospitality inbox, update the G&H register & conduct annual reconciliations with the fundraising team.
- Provide support to the compliance lead in monitoring the Asset and Liability register, ensuring the register is up to date and accurate.
- Assist the compliance lead in interpreting and applying SM&CR rules effectively.
- Maintain accurate and up-to-date records of compliance activities and findings
- Support internal audits by gathering necessary documentation and information.
- Provide support to the compliance lead with delivering, compliance workshops such as anti-money laundering, anti-fraud etc.
- Supporting the generation of papers and data for various committees within NHG
- Stay abreast of regulatory changes and industry standards and ensure compliance with relevant regulations and guidelines by updating policies and procedures, as needed.
- Develop and adapt reporting processes to meet evolving needs, offering insightful analysis.

- Analyse large datasets to identify patterns, correlations, and trends that may indicate potential risks or opportunities.
- The tasks and responsibilities outlined here are not exhaustive; the post holder may undertake other duties as is reasonably required.

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. This role is at manager level.

#### Essential knowledge, experience and skills including qualifications and professional membership

- Aspiring to or actively studying towards, an ICA recognised compliance qualification.
- Knowledge of compliance principles, methodologies, and regulatory requirements.
- Strong communication and interpersonal skills for diverse audience engagement; work collaboratively with internal and external stakeholders
- Capable of analysing complex data to inform data driven decisions
- Experience influencing operational activities across all areas of the business
- Proficiency in Excel; knowledge of D365 and Power BI preferred
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour