



Job description

Job title	Senior Compliance and Assurance Manager
Location	6 Bevis Marks, London, EC3A 7BA
Travel required	Some travel may be required
Reporting to	Head of Compliance
Position type	Full time

About the role

The Private Infrastructure Development Group (PIDG) is an innovative infrastructure project developer and investor which mobilises private investment in sustainable and inclusive infrastructure in sub-Saharan Africa and south and south-east Asia. PIDG investments promote socio-economic development within a just transition to net zero emissions, combat poverty and contribute to the Sustainable Development Goals (SDGs). PIDG delivers its ambition in line with its values of opportunity, accountability, safety, integrity and impact.

Based in London, this senior role supports the Head of Compliance and the Chief Risk Officer in ensuring that the PIDG companies remain compliant with the PIDG Code of Conduct, PIDG Operating Policies and Procedures (OPPs) and all applicable laws, rules, guidance & principles.

This is a broad, hands-on role in which you are expected to take ownership for your work. You will be responsible for delivering the compliance monitoring programme; and other aspects of the role include regulatory development and rule analysis, assisting with updating of policies and procedures, monitoring and investigating complaints and incidents, production of ad hoc reports, and assisting with design and delivery of training as required from time to time.

Role and responsibilities

- Supporting the development of, and executing, the annual compliance monitoring plan, i.e.
 - Define terms of reference to meet agreed objectives in accordance with the agreed plan.
 - Perform testing and monitoring to give assurance that compliance controls and procedures are robust and operating effectively.
 - Document and report details of findings.
 - Deliver feedback on the outcome of the compliance reviews.
 - Agree appropriate action to strengthen any identified control weaknesses
 - Monitor progress of actions and ensure any recommendations from the compliance monitoring activity are effectively implemented
 - Enhance the compliance monitoring framework across PIDG to assure compliance with legal requirements, policies and processes.
- Exercise independent judgments to identify potential issues on compliance risks relevant to a global organisation. Assist in ensuring that PIDG's policies and procedures are in line with current legal and regulatory requirements.

- Provide advice and guidance to business groups and PIDG companies on compliance related issues, including relevant laws, standards and codes of practice.
- Facilitate and drive adoption of the PIDG policies and procedures across the group, including regular reviews, to ensure compliance with legal requirements and minimisation of reputational risk.
- Monitoring and investigation of complaints and compliance incidents to ensure prompt action is taken and all stakeholders are notified and updated in a timely manner.
- Promote employees' awareness and understanding by developing and delivering compliance training.
- Providing assistance in the drafting of Committee reporting.
- Undertake and take ownership of compliance projects and assignments, as necessary.
- Support internal and external audits and regulatory reviews.

Knowledge and skills

- Strong compliance monitoring and testing methodologies experience
- Strong communication and influencing skills
- Experience of working at a senior level
- Good knowledge of UK (and international) regulatory landscape applicable to financial services
- Exceptional integrity and honesty

Qualifications and Education Requirements

- Relevant compliance or equivalent qualifications
- Experience of compliance and assurance work in financial services
- Excellent analytical, interpersonal and project & task management skills to manage multiple projects at any one time
- Team player and collaborative approach is a must
- Self-motivated, proactive, intellectually curious individual
- Appreciation of government funded organisations would be an advantage

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers