



## Job description

**Job Title:** Governance & Compliance Manager

**Responsible to:** Finance Director (Company Secretary)

**Responsible for:** Compliance Officers

**Purpose of Job:**

- To assist the Finance Director with the Group's governance, regulatory and legal compliance, acting as Deputy Company Secretary.
  - To provide internal controls assurance by managing and developing the Group's programme of compliance checks.
  - To co-ordinate the production of the Group's regular risk reports to the Board.
  - To procure and manage insurance cover for all Group activities.
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**Key areas of responsibility:**

**Governance and Regulatory Compliance**

- Promote high standards of corporate governance, ensuring that all parts of the Group operate within their constitutions and governance codes.
- Keep up to date with the regulatory changes, providing reports on changes that affect the Group to the Executive Team.
- Maintain the Board member handbook, ensuring policies are regularly reviewed in line with best practice.
- Ensure that Board members have suitable service agreements in place.
- Co-ordinate the submission of regulatory returns so that submissions are both timely and accurate.
- Support the Company Secretary and the Board in succession planning, recruitment, induction, training, and performance appraisal.
- Review and file of annual returns and accounts, including for a company with listed debt.

**Legal Compliance**

- Keep up to date with the legal changes, providing reports on changes that affect the Group to the Executive Team.
- Support the Finance Director in their role as the Group's Data Protection Officer and Money Laundering Reporting Officer.
- Manage the Group's day-to-day data protection activities; triage data breach notifications and manage data subject requests, providing related advice and obtaining legal advice, as required.



- Maintain the relevant registers such as fraud and money laundering registers, producing risk assessments and reports to Audit & Risk Committee and Regulator, as required.
- Lead on the procurement of legal services, delivering a panel of legal advisors that can provide a comprehensive range of legal services.
- Provide ad-hoc legal advice to colleagues.

### **Company Secretarial**

- To be appointed as Deputy Company Secretary and support the Finance Director as Company Secretary as necessary.
- Manage, co-ordinate and administer all aspects of the Group's Board and committees (including papers, minute-taking, agendas, attendance registers, declarations of interests, DBS checks and L&D records) accurately and on a timely basis.
- Maintain and administer the Board portal, Convene.

### **Risk Management/Internal Audit and Controls**

- Assist the Finance Director with embedding an appropriate risk management framework which includes risk registers, assurance mapping, risk appetite work and reporting on risk to the Board (including existing and emerging risks and effectiveness of controls).
- Assist the Finance Director in overseeing the production and delivery of a three-year rolling risk based programme of internal audits and associated reports for review by the Audit & Risk Committee.
- Provide internal controls assurance by managing and developing the Group's programme of compliance checks.
- Maintain Standing Orders and advise staff on compliance.

### **Insurance**

- To procure and put in place comprehensive programmes of insurance to meet all business needs, ensuring value for money is achieved and all claims are dealt with promptly.
- Oversee (and where appropriate, manage) insurance claims promptly, working with Hastoe's insurers and consultants where necessary to bring about the swift resolution of claims.

### **Organisational responsibilities:**

- Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
- Act at all times within the Hastoe Group Policies, Procedures, Standing Orders and Financial & System Regulations.
- Participate in agreed internal and external training and events.
- Carry out other duties as may be reasonably assigned from time to time.



This job description is an accurate reflection of the duties of the post at the time of writing but will be changed from time to time to meet the changing requirements of Hastoe.



## Person specification

Attributes	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Qualified company secretary or solicitor, or equivalent experience.</li> <li>• Degree level qualification or equivalent.</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Working in a regulated environment and working with boards and committees.</li> <li>• Understanding of company constitutions and group governance arrangements.</li> <li>• Well-developed skills in policy formulation, presentation and communication.</li> <li>• Able to produce detailed and accurate statistical and numerical information.</li> <li>• Able to write logically, concisely and persuasively.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of regulation in social housing.</li> <li>• Understanding of risk management.</li> <li>• Experience of business assurance processes and internal audit.</li> <li>• Experience of company secretarial duties.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A high degree of personal integrity.</li> <li>• Remains diplomatic and confidential with an awareness of sensitive issues.</li> <li>• Demonstrates accuracy and detailed conscientiousness in all work.</li> <li>• Able to exercise good judgment.</li> <li>• Self-motivated.</li> <li>• Builds rapport and trust with others, negotiating and achieving co-operation.</li> <li>• Commitment to valuing diversity.</li> <li>• Handles pressure of meeting targets and deadlines.</li> <li>• Prioritises and plans effectively.</li> </ul>	