



Compliance & Risk Officer - Level 3 Apprenticeship

An excellent opportunity to join an established company in the heart of Staffordshire. You will be working and learning with our experienced Compliance & Risk team who manage the company's exposure to operational and regulatory risk. The role involves a variety of duties, including working with people at all levels of the business.

JCB Finance Ltd is based in Rocester, Staffordshire - near to JCB's World HQ. We trade in a niche market sector known as asset finance. We provide finance to the construction and agricultural sectors, which means we play a big part in supporting UK businesses. Our lending balances exceed £1 billion. Our people are integral to the service that we provide to our customers.

Compliance & Risk Officer responsibilities include:

- Co-ordinating arrangements for audit and risk committee meetings.
- Assisting in establishing internal risk control testing programmes.
- Supporting and auditing the management team to ensure completion of monthly controls testing.
- Providing Management Information to senior management and the board risk committee.
- Conducting desk-based audit reviews, ensuring appropriate audit trails are in place.
- Co-ordinating Risk Register reports.

Skills, knowledge & behaviours:

You will be honest, hard-working and enthusiastic and have an interest in working with people at all levels in a Regulatory environment. By the end of the apprenticeship we will help you to be:

- confident and able to work with a range of people
- customer-focussed
- a competent communicator
- organised and able to meet deadlines
- accurate and thorough
- competent in this area of work (level 3 minimum).

Qualifications:

- Minimum of 5 GCSEs grade C/5 or above including in Maths and English.
- 2 A levels (A-C) preferable, not essential.
- **Important:** to be eligible for the role and training, you must not already have a level 3, or equivalent, or higher, qualification in the area of compliance and risk.

You will be rewarded with:

- A permanent contract upon successful completion of the apprenticeship
- Competitive salary whilst training, with a salary review on successful completion of the apprenticeship
- 25 days paid holiday plus Bank Holidays each year
- Working - Monday to Friday, 8.30 am to 4.45 pm, with 45 minutes lunch
- Generous pension scheme
- Private healthcare scheme
- Subsidised gym facilities on-site
- Dental Scheme
- Employee loan scheme (subject to criteria)
- Performance-related Bonus Scheme

Training:

- Level 3 Compliance Risk Officer Apprenticeship (18-24 months).
- Includes an accredited International Compliance Association qualification (Certificate in Compliance, Certificate in Anti-Money Laundering, or Certificate in Financial Crime Prevention).
- Blended learning and study method includes virtual learning & End Point Assessment based on a portfolio of work-based evidence and knowledge-based discussion. One day per week is allocated for mandatory study; usually on-site in our study area.

Interested?

Please visit www.jcb-finance.co.uk/careers to download our application form and/or your CV - please use our secure on-line portal.

Employment/training is subject to satisfactory pre-employment checks including references, Credit Reference Agency and Basic Disclosure check (DBS) and qualifications. JCB Finance Ltd is authorised and regulated by the Financial Conduct Authority (Firm reference number: 708332)