

Risk Officer



We're AccessPay, the fastest growing fintech company outside of London. Thinking outside the box is something we relish, there are no bad ideas. We've got a flat structure, with no silos or protracted bureaucratic decision making. Most importantly, no big egos. AccessPay people get stuff done. From a tiny office in Ardwick, to occupying an entire floor in Manchester City Centre. From 4 to 60 staff. From finance start-up, to launching new fintech brands. All in less than 5 years. 2017 saw us listed as a Deloitte Tech Fast 50 company and shortlisted for the coveted Manchester Evening News "Business of the Year". We're getting bigger and better every day. Help us write the next chapter in the AccessPay story.

Job Title: Risk Officer

Responsible to: Chief Risk Officer

Hours: 8:30am - 5:00pm Monday to Friday

Duties & Responsibilities:

- Support internal control framework assurance; policy analysis and enhancement; compliance and effectiveness assessment.
- Support planning, assurance and compliance activities related to regulatory requirements.
- Definition and ongoing management of project / programme plan to help deliver Risk and Information Security improvements, to include scheduling of internal workshops; plan updates; action tracking and follow-up.
- Management of internal documentation and presentation material on behalf of the Risk function, to include internal staff communications channels.
- Preparation and distribution of internal management reporting in support of all the above responsibilities.

Experience:

- Advantageous but not mandatory:

- Understanding of information technology risk and / or information security risk.
- Awareness of IT risk and control frameworks and standards (including ISO27001 and ISO22301).
- Understanding of in-scope regulatory requirements for AccessPay delivered solutions and platforms.
- Good planning and project management / reporting experience.
- Good MS Office skills, especially Word, Excel, PowerPoint.
- Confluence / SharePoint skills.

About You:

- Able to work under pressure and think creatively to troubleshoot
- Meticulous and highly organised approach to planning day
- High standard of written English
- Team player, able to fit into a dynamic and fast paced environment

You'll be rewarded with a competitive salary, fantastic career progression, a great environment, and the opportunity to work for a fast-growing VC-backed FinTech company that is delivering innovative solutions that make a difference.

To find out more about what it's like to work at AccessPay, check out our People Page:
<https://www.accesspay.com/about/people/careers/>