

## Position: Risk Analyst

### Role Summary:

The Risk Analyst will report to the Risk & Regulatory Manager and will be primarily responsible for assisting the Risk & Regulatory Manager with all aspects of the risk management function. The person will contribute strongly to the ongoing development of appropriate systems, procedures and practices at the credit union. The role also encompasses other administrative duties as outlined below.

### Principal Responsibilities:

- Assist in the identification of risks across all areas of the credit union.
- Assist in the assessment and testing of the controls in the credit union.
- Identify the gaps in assessments and assist the Risk & Regulatory Team in implementing and improving controls in conjunction with the risk owners.
- Identify risks which are close to tolerance and report to the Risk & Regulatory Manager and Risk Owner.
- Assist with reporting of the current state of risks in the credit union to:
  - Senior Management
  - The Audit & Risk Committee
  - The Board of Directors
- Assist with the management and implementation of risk mitigation plans to address control deficiencies.
- Day to day management of the risk management software and maintenance of risk register.
- Liaising with all departments to identify department specific risks to ensure the risk register is kept up to date.
- Prepare and present risk assessments to the Risk & Regulatory Manager as required.
- Assist with risk training and ensure that all Staff, Directors and Volunteers of the credit union are receiving adequate risk training.
- Ensure that KRI's are up to date and fit for purpose.
- Engage with external stakeholders, where required.
- Interact with the compliance team and internal auditors as required.
- Provide ongoing risk management advice to all officers of the credit union.

### **Other Administrative Duties:**

- Carry out ad-hoc administrative tasks, as required.
- Undertake research and special projects as required.
- Day to day management of the policy framework within the credit union.
- Assist in and provide backup for risk & compliance monitoring activities across all areas (including AML/CFT Monitoring).
- Ensures that effective records are maintained around testing activities.
- Helps to gather data and produce monthly management and Board reports in relation to risk, compliance, AML/CFT and data protection.

### **General duties:**

- Attends meetings and reports on assigned areas of responsibility as required or requested by the Risk & Regulator Manager.
- Works at all times in a courteous, friendly and professional manner, preserving confidentiality and adhering strictly to all set policies and procedures of the credit union.
- Keeps informed about the credit union's objectives and policies and about own role and contribution to meeting these.
- Undertakes training relevant to the role of Risk Analyst.

### **Individual Compliance Responsibilities**

- In carrying out his/her duties on behalf of the credit union, the Risk Analyst shall at all times act in conformance with the Standard Rules of Credit Unions (ROI), the Credit Union Act 1997 (as amended) and all other relevant legislation and regulation.

### **Main Performance Measures**

- Completion of risk and compliance duties in an accurate and timely manner.
- Standard of output in relation to assigned projects.
- Quality of support provided to the Risk & Regulatory team.
- Success in assisting to resolve any associated bottlenecks or backlogs.
- Quality of support, advice, and training delivered to colleagues, Board and volunteers.
- Teamwork and contribution to the smooth and efficient running of the credit union overall.