

Role Profile: Head of Governance, Compliance and Risk

Role updated: 25/02/25

Department	Division	Location	Salary Band
Finance & Corporate Governance	Governance, Compliance and Risk	UK - Any	A High
Reports to	Matrix Manager	Number of direct	Value-based behaviour level
Director of Finance and Corporate Governance		5	Organisational Lead

Purpose

Ensure robust governance, compliance, and risk management across Christian Aid and its subsidiaries which enables effective decision making
To be the trusted advisor and subject matter expert in corporate governance on behalf of the Board, overseeing legal and regulatory compliance, develops and implementing a comprehensive risk management framework, and leading an internal audit programme that fosters organisational learning.
Enhance and protect Christian Aid's reputation and financial integrity while embedding best practices in governance and compliance.

Main Areas of Responsibility & Accountability

- Support effective trustee succession planning, effective Board meetings, and support for the Governance and Nominations Committee to ensure effective Board Governance.
- Provide expert advice on legal structures for subsidiaries, including Christian Aid Ireland.
- Provide high quality briefings with suggested solutions having sought professional advice where more specialist knowledge is required
- Establish and implement a comprehensive risk management framework including registers and appetite statements to guide directorate-level risk management.
- Develop a compliance culture covering data protection, money laundering, counter-terrorism, sanctions management, fraud prevention, and misuse of funds.
- Complete all regulatory filings (Charity Commission, OSCR, Companies House, ICO) within deadlines to avoid penalties.
- Implement an agreed internal audit plan reviewed by the Audit and Risk Committee to ensure assurance over key controls.
- Evaluate key contracts to ensure compliance and provide legal advice using external panels when necessary.
- Lead a team empowering others to drive progress and foster a culture of collaboration and continuous learning.
- Define team's responsibilities and drive the team to promote the exchange of ideas and knowledge to maximise impact and achieve outstanding results.

Key Decisions

- Decisions have a strategic impact on the whole organisation and long-term direction of the organisation but have a senior role to provide direction and guidance.

Decisions relate to high impact initiative and can include:

- Reporting decisions to regulators (e.g., Charity Commission or ICO).
- Accepting or rejecting contractual clauses based on risk appetite.
- Managing conflicts of interest with reputational implications.
- Proposing changes to group structures or governance cycles.

Problem Solving

- Involves solving varied problems requiring in-depth analysis and interpretive thinking:
- Addressing complex legal issues arising from legislative updates or interpretation differences.
- Developing innovative solutions for compliance challenges across diverse operational contexts.

Key Interfaces

- Presenting well-reasoned convincing cases on complex matters where the successful influencing of a range of stakeholders is important in meeting short-term organisational objectives.
- **Internal:** Trustees, Directors, Senior colleagues and wider internal groups (e.g., training participants).
- **External:** Peer networks (e.g., DEC or INGO forums), Advisors and Regulators.

Travel

In Country: Occasional

Global: Occasional

Knowledge, Skills and Experience

Essential:

- Professional qualification in law, accountancy, Certified Internal Auditor (CIA), or corporate governance (ICSA).
- Extensive experience (5+ years) in UK Charity and corporate governance, compliance, and risk management within complex organisations.
- Demonstrable expertise in managing legislative changes and interpreting regulations.
- Advanced understanding of legal frameworks (e.g. data protection laws), regulatory requirements, risk management principles, and internal audit processes.
- Exceptional analytical skills for interpreting legislation; ability to communicate technical information effectively to non-specialist audiences; negotiation skills for resolving disputes.

Desirable

- Experience acting as legal counsel
- Informed on legal, regulatory and sector developments
- Experience of working in global contexts
- Written and verbal communication skills
- Experience of working within changing political regimes and understanding the implications for sanctions and other compliance elements
- Data protection experience

