Job Title:	Operational Risk Analyst
Contractual Basis	Fixed term for 12 months, covering a period of maternity.
Department:	Operational Risk
Location:	Ipswich
Salary	Competitive salary plus a generous benefits package
Contractual Hours	Monday to Friday, 9:00 – 5:30 (37.5 hours per week)
Job Summary	We're looking for someone who is analytical, organised and naturally curious to join our team as an Operational Risk Analyst. You'll play an important role in helping the business identify and manage operational risks, resolve issues and find ways to improve processes. Working with colleagues across the firm, including senior stakeholders and our Risk and Compliance teams, you'll support incident investigations, maintain accurate risk information and help ensure appropriate controls are in place. You'll need to be comfortable taking ownership of your work, balancing competing priorities and knowing when to escalate an issue. This is a great opportunity for someone with strong administrative skills and a proactive approach to develop their knowledge of risk management, gain exposure to different areas of the business and contribute to improving how we work.
Key accountabilities	• Support the identification, recording and reporting of operational incidents, helping investigate what went wrong and ensure actions are taken to prevent similar issues from happening again. • Monitor incidents, dealing errors and follow-up actions, ensuring issues are recorded accurately, progressed promptly and escalated where necessary. • Work with the Operational Risk Manager to investigate recurring issues, identify trends and highlight opportunities to improve processes and reduce risk.

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- Support regular reviews of business risks and controls, working with colleagues and senior stakeholders to ensure risks are documented accurately and appropriate controls and procedures are in place.
- Build relationships across the business, providing practical support on operational risk queries and encouraging colleagues to consider risk as part of everyday decision-making.
- Help prepare management reports, presentations and information for senior stakeholders and risk meetings, ensuring information is accurate, clear and useful.
- Maintain the firm's risk management system, keeping risk records and actions up to date and following up with colleagues to ensure outstanding actions are completed.
- Provide day-to-day support to the wider Risk team, including coordinating meetings, organising information and monitoring shared inboxes to ensure queries are directed appropriately and addressed promptly.

Competencies/skill set

- Proactive & Takes Initiative
- Communication & Sharing Knowledge
- Problem-Solving & Adaptability
- Team Working & Customer Service
- Learning & Development

Qualifications/experience required

Essential

- Previous experience working in an office environment, with an understanding of day-to-day administrative processes.
- Good working knowledge of Microsoft Office applications, particularly Outlook, Word and Excel.
- The ability to manage competing priorities, maintain accurate records and work effectively in a fast-paced environment.
- An interest in operational risk and the financial services industry.

Desirable

- Previous experience in Risk, Compliance or a role involving controls, incident management or process improvement.
- An understanding of the UK financial services regulatory environment.
- A CISI Introduction to Investment qualification, or an equivalent qualification.
- Experience using Power BI or other reporting tools, or risk management systems. Training on the firm's systems will be provided.

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To apply, please email your CV and cover letter to recruitment@killik.com.

In order for us to have all information to hand prior to submitting your application, please could you indicate the following:

- Your notice period
- If there are multiple location options for the role, please state your preference or if you are happy to be considered for all.
- We appreciate that salary can be a sensitive topic to discuss at this early stage, but to help ensure we're aligned from the outset and respectful of your time, could you please let us know your current salary and salary expectations? This allows us to make sure the opportunities, and salary ranges we can offer are suitable before progressing further.

We are committed to ensuring a fair and inclusive process. If you require any reasonable adjustments under the Equality Act 2010 (for example, accessibility support or alternative formats), please let us know in advance so we can make the necessary arrangements. Your personal information will be handled in accordance with the UK GDPR and our privacy policy.

Recruitment Process

At Killik & Co, we are committed to conducting a fair, consistent, and transparent recruitment process. While the structure may vary depending on the position, candidates can typically expect the following stages:

1. **CV Review** – All applications are anonymised, then assessed against the essential and desirable criteria outlined in the role profile.
2. **First Interview** – An initial conversation designed to explore your professional background, core competencies, and motivation for the role.
3. **Second Interview** – A more detailed discussion with the hiring team, which may include technical questioning, competency-based evaluation, or discussion of relevant experience.
4. **Third Interview (where applicable)** – For certain roles, an additional stage may be required, such as a presentation, case study, or meeting with senior stakeholders.
5. **Offer or Decline** – Following completion of all interviews, we will communicate the final outcome. Successful candidates will receive a formal offer subject to any required pre-employment checks.

While we endeavour to respond to all applications, this may not be possible for vacancies with high volumes of applications.

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