Job Title: **Operational Risk Analyst (12-month Fixed Term Contract)**

Department:	Operational Risk
Location:	Ipswich
Salary	Competitive salary plus a generous benefits package
Contractual Hours	Full-Time Equivalent (37.5 hours per week)
Job Summary	The Operational Risk Analyst plays a key role in supporting day-to-day risk activities, maintaining accurate risk data, ensuring that operational processes align with internal control expectations, and working directly with the wider business to help embed risk management practices and support issue and incident reporting. The position involves regular collaboration with 2LOD Risk and Compliance teams, ensuring that risk insights, process reviews, and control recommendations are aligned with firm-wide standards. Supporting process reviews, advising on control considerations, and promoting consistent risk awareness and timely escalation, the Operational Risk Analyst will promote and maintain a strong risk culture and contribute to continuous improvements in operational efficiency across the organisation.
Key accountabilities	**Risk Management** • Assist the 1LOD with the identification and reporting of risk events to analyse where controls have failed and ensure actions are put in place to prevent recurrence. Monitor the timely escalation, quality and progress (triage) of all risk events and ensure data is maintained and effectively linked to controls/risks in RiskSmart system. • Assist the business with the timely identification and resolution of dealing errors to minimise market risk and reduce cost. Ensure 1LOD mitigant actions are recorded and are sufficient to prevent recurrence. • Assist the Operational Risk Manager with the investigation of operational risk themes and performing deep dive investigations into any trends to drive operational efficiency and mitigate risk. • Champion a culture of risk awareness with the wider business and be a go-to contact to support all areas with operational issues. • Contribute to Risk and Control Self-Assessment (RCSA) cycle using RiskSmart system, by supporting the business and SMF Risk Owners with completion of their RCSA reviews, encouraging risk and control ownership on an ongoing basis.

	• Contribute to Risks and Controls maintenance in the RiskSmart system, ensuring that all appropriate Tier 1, 2 and 3 risks are recorded and are correctly linked, that appropriate controls are recorded and linked against relevant risks, and that all associated procedures/policies are in place to demonstrate effectiveness in our controls environment. **<u>Analysis & Reporting</u>** • Assist wider team with the preparation of regular MI reporting for senior management and risk governance using RiskSmart as well as the development of existing or new MI reports as required. • Assist with managing tracked issues and actions in RiskSmart system arising from Risk events, Risk and Control Self Assessments, or risk governance meetings. **<u>Organisational Assistance</u>** • Assist with the collation of data and the preparation of visual presentation material for the risk governance structure or ad hoc thematic risk reviews. • Assist with the organisation of the Manager's diary and book meetings, if required. • Assist with the oversight and allocation of group inbox items to ensure timely escalation of all issues.
Competencies/skill set	• Getting Things Done • Communication & Sharing Knowledge • Customer Service • Effectiveness & Adaptability • Team Working
Qualifications/experience required	**Essential** • The successful candidate will demonstrate proven administrative experience gained in a professional environment. • Good working knowledge of Microsoft Office applications. • The ability to work independently and to use initiative in owning, escalating and resolving issues. **Desirable** • The successful candidate will ideally have experience within risk teams in either 1LOD or 2LOD. • An understanding of the UK Financial Services Regulatory Environment is desirable but not essential. • CISI 'Introduction to investment' qualification (or equivalent qualifications) is desirable • Experience with using the Power BI application is desirable but not essential. • Experience using SAAS applications or risk management systems is preferable, but training will be provided.

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

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, 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.