

Governance Officer

Job Description

Responsible to	Governance Manager
Key working relationships	Governance Manager, CEO, Senior Leadership Team and Members
Grade	Level 3
Contract	Permanent
Job Purpose	This role supports the Business Performance Unit which plays a crucial role in supporting the execution of governance, internal audit, and business performance activities. This position involves actively participating in internal audits, contributing to the development of governance processes, assisting in the monitoring of key performance indicators and liaising with key College committees.

Key Responsibilities

Internal Audit Support:

- Assist in planning and conducting internal audits, performing testing, and documenting findings.
- Collaborate with team members to ensure audits are completed within established timelines.

Document Management:

- Maintain accurate and comprehensive records related to internal audits and governance activities.
- Prepare and update policies, procedures, and documentation as needed.
- Work with Governance Manager to ensure all governing documents are kept up to date to reflect any changes.

Team Collaboration:

- Collaborate with team members and other departments to gather information and address audit-related matters.
- Provide support in implementing recommendations from internal audits

Continuous Learning:

- Stay current on industry trends, best practices, and changes in charity regulations.
- Participate in professional development opportunities to enhance skills.

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.



This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

Person Specification

Essential

Desirable

Qualifications

- A degree/qualification in finance, business, accounting, or a related field. Professional certification or working towards one (e.g., Certified Internal Auditor) is an advantage

Practical experience

- 2-3 years of experience in internal audit, governance, or a related field, preferably in the nonprofit sector.

Skills

- Strong analytical and problem-solving skills.
- Effective communication and teamwork abilities.
- Detail-oriented with a commitment to accuracy in work.
- Proficient in Microsoft Office applications and relevant audit tools.
- Familiarity with charity regulations and governance principles.
- Ability to learn quickly and apply new knowledge.

Personal Attributes

- Enthusiastic and willing to contribute to the success of the team.
- Adaptable to changing priorities and able to manage multiple tasks simultaneously.
- Collaborative mindset with a commitment to teamwork.
- Eagerness to develop skills and take on new challenges.
- Commitment to ethical conduct and integrity in the workplace.

Policies & Guidelines

College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.