

<b>Role Profile</b>	Governance and Assurance Manager
<b>Salary</b>	£47,000 - £49,000 per annum
<b>Hours</b>	Full-time
<b>Job type</b>	Fixed Term Contract until March 2026
<b>Location</b>	Hybrid – Remote based with some mandatory travel to London (approx. 12 times per year)
<b>Closing date</b>	13 <sup>th</sup> June 2025
<b>How to apply</b>	<a href="mailto:suzanne.salisbury@goodmanmasson.com">suzanne.salisbury@goodmanmasson.com</a>

## About this Role

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: <https://www.sibgroup.org.uk/>

**Our values are:** People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

Reporting to Senior Operations Manager this role will play an important part in the provision of grants to our charity and social enterprise customers working in the youth sector as part of a government fund. The role will including the coordination and minute taking of meetings across the fund Investment Committees.

We are looking for someone who has a strong track record in governance, and experience in managing internal assurance activities, with an excellent eye for detail.. We are looking for someone who is passionate, proactive, can work well autonomously and as part of a team.

## Key responsibilities

### Governance and Reporting of Assessment Panel and Grants Committee

1. Proactively manage the forward programme of meetings, ensuring that they are well run and are quorate.
2. Working with contributors to prepare, shape and assure the quality of committee and panel papers and materials to facilitate quality action-orientated discussion.
3. Ensuring terms of reference and delegated authorities for committees and panels are fit for purpose and adhered to.
4. Taking and circulation of meeting minutes and outcomes and ensuring that outcomes are updated within the grant management system (Salesforce).

5. Implement streamlined processes to effectively manage panels and committees, including the effective interrelation between these.
6. Manage the relationship with the government department responsible for funding the grant programme in relation to sharing governance items and in supporting them with information for their boards and committees.
7. Contribute, and work closely with ops, finance and data colleagues to help ensure SIB reporting to the government department is on-time and accurate.

**Assurance**

8. Perform regular reviews and sampling of grant making to identify areas for challenge and implement and recommend corrective actions.
9. Report on value and number of errors identified alongside value and numbers of any suspected fraud
10. Work closely with the Risk and Compliance Manager to support any SIB internal and external audits in relation to this specific grant fund.
11. Managing risk management frameworks as necessary for the fund, updating where appropriate.
12. Lead on compliance with government expenditure eligibility rules, working to establish definitions and guidance, instruct/advise Relationship Managers, and liaise with government for clarity as appropriate.

**General**

13. Build and maintain good working relationships with senior management, project and programme colleagues.
14. Assist the Senior Operations Manager and wider team with ad hoc tasks and initiatives related to project management and programme development as required.
15. To adopt our continuous improvement and learning ethos.
16. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.
17. To support and contribute to the implementation and delivery of SIB's strategy.
18. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.
19. To work within the organisation's values, principles, and processes to achieve operational excellence.

**Core competencies**

- Experience within internal audit or risk assurance.
- Experience in undertaking and managing governance administration.
- Excellent organizational and time management skills with the ability to prioritize tasks and meet deadlines.
- Exceptional communication skills, both written and verbal, with the ability to effectively engage with diverse stakeholders and to present complex material to senior stakeholders in a confident and engaging way.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability.
- Strong problem-solving and analytical skills, with attention to detail
- Commitment to equality, diversity & inclusion