
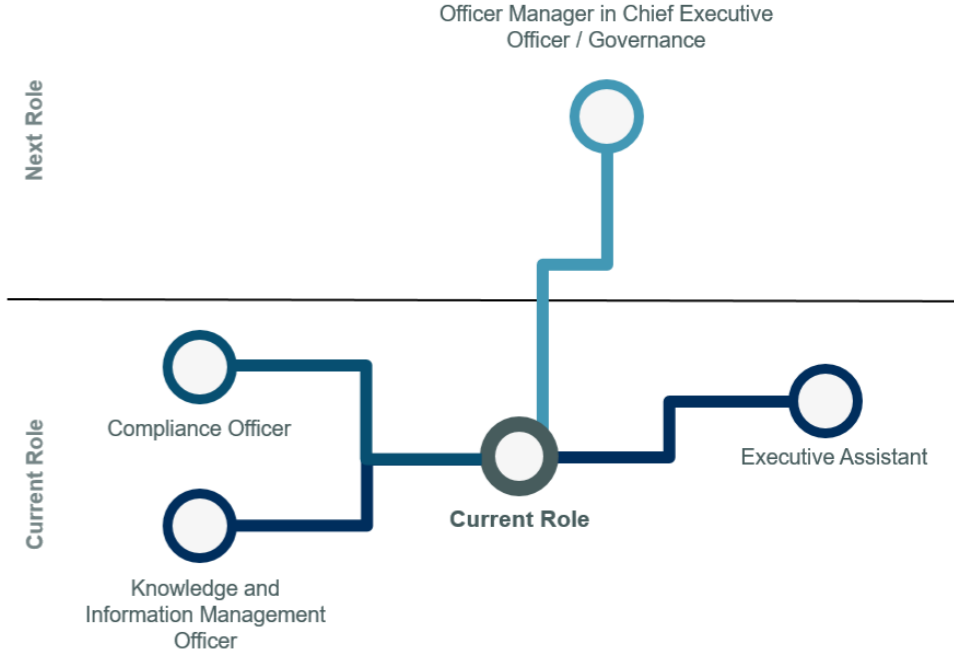


Role Title	Assurance Officer					 FCDO Services
Job Family	Corporate Governance	Sub Category	Audit, Insurance and Risk Management		Grade B3	
Behaviours	• Managing a Quality Service • Making Effective Decisions • Delivering at Pace					
Purpose	Manage day to day operational aspects of insurance cover for FCDO Services and assist the Financial Controls and Assurance Manager with administrative oversight of the Financial Control Framework					
Key Accountabilities						
<div><div><ul style="list-style-type: none">Oversee and manage some operational aspects of the car hire contract and insurance cover for FCDO Services on a day-to-day basis, including overseas cover and claimsSupport the Head of Insurance and Internal Audit in delivering the internal audit programme and in running the Audit and Risk Assurance Committee (ARAC) SecretariatDeliver secretarial support to the Risk Review and Assurance Board</div><div><ul style="list-style-type: none">Document insurance process across range of insurable risks; capture information and disclosures required from whom and by when; produce and maintain process map and guidance for end-usersProduce and maintain process map and guide for the motor insurance database including overseas user guide and clear guidance on coverage provided by the FCDO Services insurance policy</div><div><ul style="list-style-type: none">Assist the Financial Controls and Assurance Manager in tasks associated with the Financial Control Framework including keeping the controls framework updated, maintaining a register of policies and index of controls, commissioning annual effectiveness reviews of policies and controls and assisting with process mapping relevant processes and procedures.</div></div>						
Authority and Scope		Internal and External Communications			Potential Next Career Moves	
<ul style="list-style-type: none">Responsible for the management of own time, determination of priorities and quality of outputAuthority to challenge managers/officers where actions not taken as agreed or inadequate information provided		<ul style="list-style-type: none">Interact professionally with others to build effective relationships and request informationCommunicate across multiple levels of the organisation, including senior management, the Executive and Non-Executive Directors				
Skills		Qualifications, Knowledge and Experience				
<ul style="list-style-type: none">Problem solvingPlanning and organisingAdministrative/secretariatStakeholder managementMicrosoft Office SuiteSpecialist systems/ Databases (e.g. Motor Insurance Database)Insurance		Essential <ul style="list-style-type: none">Professional communication skills, able to work with a range of people at different levels and in a wide range of roles within the organisation , for example, executives, PAs, logistics personnelEffective organisational and prioritisation skills, able to manage competing commitments to meet deadlinesWorks effectively through others to gather information to ensure work is completed to scheduleExcellent attention to detail			Desirable <ul style="list-style-type: none">Knowledge of asset registration and managementWorking knowledge of the FCDO Services, the FCDO and the wider Civil Service.Experience of internal audit, risk management and assurance frameworksAwareness of corporate and commercial practicesSecretarial support experience, including minute taking	