

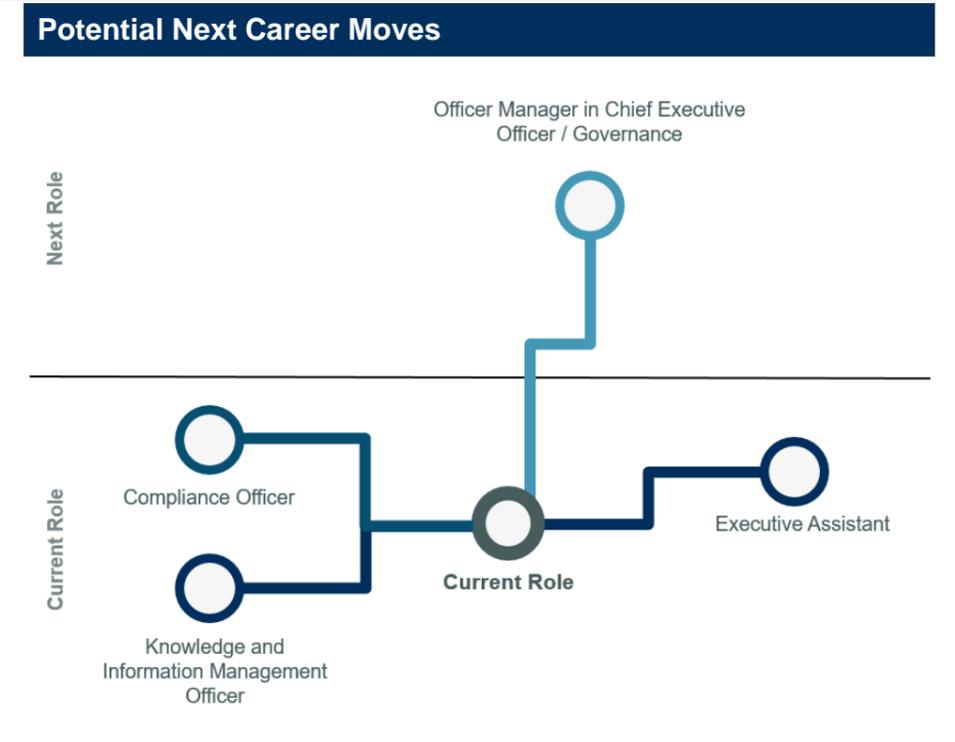


Role Title	Assurance Officer		
Job Family	Corporate Governance	Sub Category	Audit, Insurance and Risk Management
Behaviours	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Making Effective Decisions 	<ul style="list-style-type: none"> Delivering at Pace
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		
<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 claims Support the Head of Insurance and Internal Audit in delivering the internal audit programme and in running the Audit and Risk Assurance Committee (ARAC) Secretariat Deliver secretarial support to the Risk Review and Assurance Board 	<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-users Produce 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 	<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.

Authority and Scope
<ul style="list-style-type: none"> Responsible for the management of own time, determination of priorities and quality of output Authority to challenge managers/officers where actions not taken as agreed or inadequate information provided

Internal and External Communications
<ul style="list-style-type: none"> Interact professionally with others to build effective relationships and request information Communicate across multiple levels of the organisation, including senior management, the Executive and Non-Executive Directors



Skills
<ul style="list-style-type: none"> Problem solving Planning and organising Administrative/secretariat Stakeholder management Microsoft Office Suite Specialist systems/ Databases (e.g. Motor Insurance Database) Insurance

Qualifications, Knowledge and Experience
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 personnel Effective organisational and prioritisation skills, able to manage competing commitments to meet deadlines Works effectively through others to gather information to ensure work is completed to schedule Excellent attention to detail

Desirable
<ul style="list-style-type: none"> Knowledge of asset registration and management Working knowledge of the FCDO Services, the FCDO and the wider Civil Service. Experience of internal audit, risk management and assurance frameworks Awareness of corporate and commercial practices Secretarial support experience, including minute taking