

Prudential Policy Analyst

January 2023



Charity
bank

About **Charity Bank**

Charity Bank is the loans and savings bank for people who want to make the world a better place.

Our vision is for a society that fosters vibrant communities and a healthy planet, giving every individual the opportunity to thrive. Charity Bank is 'of the sector and for the sector', 100% owned by charities and social purpose investors and dedicated to supporting UK charities and social enterprises.

We use our savers' money to make much needed loans to enterprising organisations working to create lasting social change in communities across the UK. Since 2002, we have used the money saved with us to provide over £350 million of loan finance to a wide range of organisations across the arts, community, education, environment, faith, health, housing, regeneration, social care and sports sectors.

Our loans are used for a wide range of purposes, from providing accommodation for vulnerable refugees to action sports centres for young people looking for a safe place to skate to residential and respite care centres for those with profound disabilities.

Our co-workers are inspired by the organisations that we support and highly motivated to better equip these charities and social enterprises to help the disadvantaged, enrich lives and make our communities better places to live.





Why **work for us?**

No matter what your role is at Charity Bank, you will be making an essential contribution to the positive social value creation that is the very reason for Charity Bank's existence.

For every loan that we make and the impact that this has on the organisations we lend to and the people that they serve, we can all say, "Wow, look what we helped to create!"

If your values align with Charity Bank's, the role matches what you are looking for, and our mission and work excites you – we invite you to apply to join us!

Equality, Diversity and Inclusion

At Charity Bank, we want our team to reflect the diverse communities, organisations, and people that we work with. We are committed to being an inclusive employer and great place to work and we strongly encourage applicants from diverse backgrounds to apply.

We have implemented policies to support this aim and are proud to offer flexible working practices and a caring culture. If you need any reasonable adjustments for any part of the recruitment process and/or working environment, please let us know, in confidence, so we can discuss these with you.



Values

Working in harmony

Mutual respect

Being the change

Role Profile

Job Title: Prudential Policy Analyst

Contract: Permanent, full time. Part time considered

Location: Tonbridge / Hybrid

Responsible to: Head of Prudential Policy

Overall Purpose of the Role:

The Prudential Policy Analyst will be responsible for assisting the Head of Prudential Policy with the preparation and delivery of Charity Bank's key prudential documents (Internal Capital Adequacy Assessment Process (ICAAP), Internal Liquidity Adequacy Assessment Process (ILAAP), Recovery Plan, Pillar 3, and internal policy documents). This will include assisting with the development of appropriate stress test scenarios and modelling the impacts of these on Charity Bank's balance sheet.

The role holder will have substantial input into these documents and be required to take ownership of key sections.

In addition, they will assist with production, monitoring and calibration of supporting metrics at Charity Bank.

The role holder will attend ALCO and may present at relevant Board committees (e.g. RiskCo) when required.

A key part of the role will be to keep up to date with all new regulatory changes in relation to the key documents listed above. Interpreting the impact of regulatory changes for Charity Bank is also required. Full use of external specialists is encouraged where necessary.

There will also be opportunities to get involved in other aspects of the Finance team's work should it be of interest.

Dimensions of the Role:

This role may involve cross-functional and cross-disciplinary activities (projects). The role holder will need to manage their time effectively and work on a number of separate tasks concurrently, prioritising activity in an appropriate manner.

The role will also liaise closely with the Regulatory Reporting team to ensure consistency of policies with regulatory reporting outputs. This may involve supporting ad hoc requests from the reporting team.

Key contacts will include:

- All members of the Finance team, including the FD and the Treasury and Liquidity Controller
- Executive Committee: Director of Credit, Chief Risk Officer, FD, Director of Savings
- Other colleagues: Savings Manager, Loans Administration Manager

Other Requirements:

Where necessary, there will be a need to work longer hours to meet deadlines.

Key Accountabilities

- Assist with the preparation of the regulatory documents mentioned in “Overall Purpose of the Role” above, including assisting with the development and enhancement of stress test models, drafting sections of the documents, liaising with other departments for information and ensuring version control up to submission to the Board for final approval. There is scope for the role holder to take full ownership of one or all documents as the role progresses and develops.
- Review the suite of regulatory documents to ensure they are cohesive and consistent
- As and when required, take the lead in any internal audits relating to aforementioned documents
- Assist with preparation of any regulatory returns that are required as part of the Capital Supervisory Review and Evaluation Process (SREP) and Liquidity SREP submission
- Assist with developing internal monitoring metrics and suggest new ones as required
- Assist with / take lead on actions required to address audit and supervisory letters as and when required
- Stay abreast of regulatory developments, highlighting to management where appropriate and preparing memos / papers describing the impacts on Charity Bank’s business and processes
- Other ad-hoc tasks (which may be required from time to time as part of a small, busy finance team) may include:
 1. Preparing daily cash forecasts
 2. Assisting with annual budgeting process
 3. Preparing committee papers and packs
 4. Monitoring loan drawdown schedules

Person Specification

| | Essential | Desirable |
|--------------------------|--|---|
| Experience | <ul style="list-style-type: none"> Working knowledge of Treasury and Risk Management practices relating to Capital and Liquidity Advanced Excel skills Document writing An understanding of banking regulations (particularly Basel Capital Requirements Regulations) and a willingness to develop further | <ul style="list-style-type: none"> Voluntary/Charity/Community Group financial experience Qualified accountant or other similar Treasury/Risk Management qualification Previous experience of ICAAP/ILAAP/Recovery plan production (1st or 2nd line) Experience of writing Board Committee level papers/reports |
| Attainments | <ul style="list-style-type: none"> University graduate or equivalent experience | |
| Special Aptitudes | <ul style="list-style-type: none"> Excellent written and oral communication skills Excellent attention to detail Numerate and computer literate, comfortable working with large data sets Report writing experience Ability to interpret complex information and apply to real world business setting | <ul style="list-style-type: none"> Data modelling |
| Disposition | <ul style="list-style-type: none"> Self-starter Ability to prioritise and work on own initiative Willingness to learn and develop Personable and non-judgemental Punctual and reliable Discreet, confident, and resilient | |

Person **Specification**

Thinking Style

- Analytical mind set
- Ability to present various possible solutions to problems
- Organised and systematic in approach
- Confidence to challenge and question existing procedures and processes
- Creative and innovative
- Focused on automation / finding efficiencies and enacting them

Circumstances

- Able to work longer hours if required to meet deadlines

Motivation

- Committed and enthusiastic to personal development and looking for opportunities to learn
- Excited and driven by the opportunity to work for a social impact-oriented organisation



The **benefits**

In addition to salary Charity Bank offers a generous benefits package.

Available at point of joining:

- **Employee Assistance Programme** – Health/Work/Life concerns 24/365
- **Perkbox** – employee discounts and deals to help save money
- **Contributory Pension Scheme** – auto enrolment in place
- **Annual Leave** – 25 days per annum plus bank holidays, pro-rata in year of joining (and also for part-time), with opportunity in increase to a maximum of 30 days (pro-rata)

Available after successful trial period:

- **Life Assurance** – 3 x salary paid to beneficiaries if death in service
- **WeCare** – free access to online 24/7 GP and Second Medical Opinion service
- **Private Medical Cover**
- **Car or Season Ticket Loan Scheme**
- **Computer Loan Scheme**
- **Give as You Earn Scheme** – charity donations of up to £250 pa are matched by Charity Bank
- **Additional Annual Leave Purchase Scheme** – up to 5 days (pro rata)
- **Personal Days** – 2 additional paid days leave per annum (pro-rata)
- **Volunteering** – opportunity to volunteer at a charity, social enterprise or community group up to a maximum of 50 hours per annum



Registered Office:

The Charity Bank Limited, Fosse House, 182 High Street, Tonbridge, TN9 1BE. Company registered in England and Wales No. 4330018. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No.207701. Member of the Financial Services Compensations Scheme (FSCS).

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