## COMPLIANCE OFFICER

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| **Job Title:** | Interim Compliance Officer |
| **Salary range** |  |
| **Reports to:** | IPSA Chair and Board Members |
| **Job Role** |
| **Role Overview:** | The Compliance Officer will be responsible for ensuring that complaints about MPs’ expenses claims are investigated thoroughly and effectively, following a robust, transparent and fair process, and for reviewing IPSA’s determinations where asked to by an MP. In conducting investigations and reviews, the Compliance Officer will be expected to make sound and well-reasoned decisions. The Compliance Officer will be operating at arm’s length from the other functions of the IPSA, and will be required to act assertively and independently in the exercise of his or her functions.  |
| **Responsibilities:** | The specific functions of the compliance officer are:* Conducting investigations about an MP’s expenses claim on his or her own initiative, at the request of IPSA or the MP, or in response to a complaint from a member of the public.
* Ensuring that investigations are fair and thorough by requesting that the MP and IPSA provide relevant information, imposing penalty orders for non-compliance where necessary, and ensuring that the procedural rights of the MP are protected.
* Making repayment directions requiring the restitution of wrongly paid allowances.
* Referring cases to other relevant bodies where necessary (including the Parliamentary Commissioner for Standards and the prosecuting authorities).
* Explaining the role of Compliance Officer to a range of interested parties and contributing to greater public understanding of the MPs’ expenses scheme, his/her role and the wider work of the IPSA.
* Providing leadership and direction to a small team handling the investigations.
* Publishing findings of investigations and making regular reports to interested parties as to any learning and/or outcomes from investigations.

These functions are discharged by the compliance officer and additional responsibilities may be added. |
| **Person Specification** |
| **Skills, Knowledge and Experience Required** | The successful applicant will be able to give evidence of:**Part One*** A proven track record in an investigatory, audit or forensic accounting role at a senior level and within a comparably complex environment
* Demonstrable experience of interpreting and implementing a complex framework of rules and regulations whilst remaining pragmatic and focused on reaching a satisfactory outcome
* Successful track record of operating under significant public scrutiny, handling sensitive and confidential information and delivering credible judgements in the face of media and/or public pressure
* Proven ability to function in a highly politicised environment, remaining neutral and demonstrating genuine independence and impartiality
* Demonstrable personal authority and the ability to establish credibility with the public, Members of Parliament and other stakeholders, building rapport and establishing trust
* A penetrating and independent mind, excellent judgement and highly developed analytical skills;

**Part two** * demonstrable integrity, independence and impartiality
* ability to scrutinize, challenge and hold to account
* ability to work autonomously and self-sufficiently utilising persuasion and influencing skills effectively in a high profile environment
* ability to project and promote a confident, robust and resilient attitude at all times, providing appropriate challenge where necessary
* highly sophisticated political awareness, subtlety, tact and absolute discretion
* a sophisticated, shrewd understanding of the respective roles and responsibilities of the key bodies involved
* Confident and effective communication skills with an interpersonal influence that will succeed with a range of audiences and under intense media scrutiny
* An understanding and commitment to the values of accountability, probity, openness and independence and to unquestionable standards in public life.
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