



JOB DESCRIPTION

Job Title	Audit and Compliance Officer
Department	Head Office
Line Manager	Head of Quality and Compliance
Location	London, Oxford

About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Brentford, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

The role

The primary purpose of the role is to support the annualised audit methodology to provide ongoing assurance for organisation. The Audit and Compliance officer is responsible for overseeing compliance with internal processes and procedures and reporting to Management on how to mitigate against possible risk.

Key Responsibilities

- Conducting internal audits of the colleges business departments in line with regulatory and legislative requirements.
- Devising, implementing, and maintaining the colleges risk management, business continuity, and incident management policies.
- Assist in developing the annual audit plan, working closely with the Head of Quality and Compliance and Legal Affairs
- Assisting colleagues throughout the college in managing risks proportionately and ensuring business continuity management is in place.
- Working closely with the Head of Quality & Compliance to provide support, training, and guidance to develop and embed the existing risk culture.
- Driving business continuity planning efforts.
- Collaborating with relevant departments such as Operations, Finance and IT.
- Develop key KPIs and reports including Audit & Risk Committee papers
- Handling highly sensitive and confidential data and information and formulating them into reports and presentations.



- Delivering a consistently professional, organized, and high-quality level of service in a fast-paced, pressurised environment.

PERSON SPECIFICATIONS

Desirable

- Higher Degree qualification
- Risk Management / Business Continuity Specific qualifications
- Proven track record in helping develop audit methodology and quality assurance within internal audit.
- Experience of Continual Professional Development
- Familiarity with the OfS Conditions of Registration

Essential Criteria

- Available and willing to work occasional weekends.
- Educated to Degree level with relevant risk management / business continuity experience
- Experience of internal audit protocols
- Familiarity and experience with risk management tools