



Role Profile

Role Title	Detriment Analyst
Reporting to	David Edwards
Team	Detriment Team
Division	IW&I Compliance & Risk
Key relationships	Investment Management, Financial Planning, Operational Risk, Compliance, Investment Risk
Regulatory status	Certified Person (CP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If CP, please confirm: (i) The type of certified function(s) performed For guidance see <i>Role descriptions – help with defining Certified Persons</i>	Please tick as many as applicable: Material Risk Taker (MRT) <input type="checkbox"/> Client-dealing function <input type="checkbox"/> Requires FCA qualification <input type="checkbox"/> Supervisor/manager of a CP <input type="checkbox"/>
Qualifications	
(ii) Mandatory professional qualifications and exams (required for the role)	(ii) Mandatory professional qualifications and exams required under the FCA T&C rules or prescribed by IW&I (please state N/A if no qualifications/exams are required for this role): N/A
Team Description	<p>Detriment Team is responsible the development, implementation and maintenance of the IW&I Detriment policies and practices.</p> <p>Specific responsibilities include:</p> <p>Engage with Operational Risk and Senior Management with other members of the Detriment Team on all matters relating to possible and actual detriment issues and wherever possible provide recommendations regarding mitigation within the business.</p> <ul style="list-style-type: none"> ▪ Ensure that detriment data is complete, accurate and timely. ▪ Ensure that relevant regulatory requirements are evaluated and complied with. ▪ Escalate detriment exposure to IW&I Senior Management and Operational Risk. ▪ Prepare the relevant detriment logs and reports and distribute to the agreed departments/Teams within the business. <p>Support other members of the Detriment Team.</p>

Description of role and key responsibilities	<p>To assist and be pro-active with other members of the Detriment in all aspect of their role and to come up with recommendations by the Team that are designed to help reduce inherent risks and prevent/minimise IW&I losses through preventative steps or actions wherever possible.</p> <ul style="list-style-type: none"> ▪ Identify and keep separate record of potential Detriment cases. ▪ Discuss strategy for unusual/difficult cases with Investment Risk and Operational Risk. ▪ Attribute case number and record case details on Payment Sheet. ▪ Open file in Detriment Cases and transfer relevant information to file. Constantly update files with any relevant information. ▪ Liaise closely with IRM as to how cases are to be resolved and where necessary speak to IM's. ▪ If required, write high-level Case Reports for senior management prior to escalation to the relevant Committee. Present case to Detriment Committee to gain consensus on outcome. ▪ Assess BAU cases as to whether there is possible Detriment and if so pass to calculation team where refund of fees is involved. ▪ Collect Risk Event Forms prior to payment. ▪ Where necessary complete Detriment Form and send with Risk Event Form to Detriment Payments for payment. ▪ Monitor when payments are made. ▪ Once payments have been authorised upload onto Payment Sheet along with details of any return of fees/commission. ▪ Attend regular Operational Risk meetings in order to update team on current status with outstanding cases. <p>Monitor all cases within Detriment team to ensure resolution in an orderly and timely fashion.</p>
Core skills and knowledge	<ul style="list-style-type: none"> ▪ A good working knowledge of Microsoft Office (Excel, Word and PowerPoint) ▪ A good understanding in all aspects of Investment Management. ▪ Communication – ability to engage with a wide range of colleagues and articulately discuss / write report on various issue (verbal / written / presentation). ▪ Attention to detail – to pick up on errors and produce accurate work, with strong analytical capability ▪ Organised – work to multiple deadlines yet maintain flexibility through the workday ▪ Strong interpersonal and relationship skills ▪ To act with integrity at all times and embrace the philosophy of treating our customers fairly.
Any other attributes that would be helpful, but not essential for the role.	<p>The following qualifications would be preferable but not essential:</p> <ul style="list-style-type: none"> ▪ At least 3 years' experience within a Detriment Team or within the Securities business.

This role description accurately reflects the key responsibilities and associated skills, knowledge and attributes required for to perform this role at this time. It is the responsibility of the employee and manager, to update this profile, (and store against the employee's record), as responsibilities, required skills and knowledge changes.