

**JOB DESCRIPTION**  
**HEAD OF COMPLIANCE & RISK****THE ROLE**

Creative UK was founded on the belief that talent is everywhere, but opportunity is not. We support and invest in creative companies to finance business growth through direct investment and business mentoring; we champion the best ideas of talented people and their businesses.

Reporting into the Investment Director and working closely with the investment teams, the Head of Compliance/Risk will lead the oversight of compliance, risk management, and governance across all Creative UK funds and investment activities. This role is critical in ensuring our funds operate within regulatory frameworks while supporting the growth and stability of our investment activities. You will proactively identify risks, take decisive action to mitigate losses, and play a key role in shaping risk culture and compliance strategy.

We are a close-knit team of doers and we nurture and promote our hard-working, yet family-friendly team culture. Ours is a non-hierarchical, no-ego environment, where we take strong initiative and ownership over the work we do independently and together.

**LOCATION:** Flexible hybrid working, preferably within proximity to our London/Bristol/Manchester offices

**CONTRACT:** Part-time 2 days per week, initial 1 year fixed term with scope to become permanent

**SALARY:** £60,000 FTE (£24,000 pro-rata) per annum + bonus + benefits.

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\*

to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by 4<sup>th</sup> March 2026 (midnight). Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place either by video conference or in person **W/C 16<sup>th</sup> March 2026**. Immediate appointment preferred.

\* *Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

**REPORTS TO:** Investment Director

**MAIN AREAS OF RESPONSIBILITY****Compliance & Governance**

- Lead the development and implementation of compliance frameworks across all funds and programmes.
- Ensure adherence to all regulatory and contractual obligations and standards.
- Responsible for all regulatory reporting and fund governance processes

**Operational, Regulatory and Systems Risk Management**

- Manage compliance, operational and regulatory risk assessments and mitigation strategies across portfolio companies and investment activities.
- Maintain risk registers, compliance dashboards, and reporting tools.
- Proactively identify problems and take decisive action to mitigate losses.

**Audit & Regulatory Liaison**

- Act as the primary point of contact for internal audits, external regulators, and legal counsel.
- Lead relationships with solicitors, insolvency practitioners, and recovery agents.
- Ensure accurate records and reporting for all compliance and risk activities.

### Strategic Input

- Provide compliance and risk insight into fund structuring, due diligence, and investment committee processes.
- Lead on ESG and responsible investment compliance, including climate-related disclosures and ethical standards.

### Training & Awareness

- Conduct internal team audit and adherence gap reviews.
- Support internal training and awareness activities for staff on compliance and risk, and contribute to the sharing of best practice where appropriate.

### Stakeholder Engagement

- Build strong relationships with internal teams, regulators, and external advisors to ensure best practice and continuous improvement.

*All staff must adopt Creative UK's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.*

*This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.*

## PERSON SPECIFICATION

### Essential

- Proven experience in compliance, risk management, or governance within investment, finance, or regulated sectors.
- Strong understanding of UK regulatory frameworks (FCA, GDPR, AML).
- Experience managing cross-functional projects.
- Excellent analytical, communication, and stakeholder engagement skills.
- Ability to translate complex regulations into practical guidance and systems.

### Desirable

- Experience in creative industries, impact investment, or public-private funding environments.
- Familiarity with ESG, EDI, and responsible investment principles.

## OUR CULTURE

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- We join the dots; collaboration is in our DNA
- We support and empower; we are here to make a difference
- We are curious, open & honest
- We celebrate difference & value equality of opportunity

## THE PACKAGE

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Tailored benefits from 1 years service



- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

*We value difference and celebrate the creativity it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.*