



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Head of International Compliance – IGC

**Department/Division:** LSE Secretary Division (Legal Team) supporting the International Growth Centre (IGC)  
**Accountable to:** Head of LSE Legal.  
The post has a dotted reporting line to the IGC Finance Director

### Job Summary:

The London School of Economics and Political Science is registered in 7 countries in Africa and South Asia to support the successful delivery of the School's International Growth Centre (IGC).

The International Growth Centre works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. The IGC is a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office with support from other global funders. We work to improve the productivity of people and firms as the key driver of sustainable economic development.

Based centrally within the LSE and with close working relationships within IGC, the post holder will take overall responsibility within the School for monitoring, managing and meeting all compliance related requirements related to the registered overseas entities and IGC activities in its countries of operation. The post holder will work closely with central divisions and departments engaged on IGC work and manage our external consultants who have been commissioned to advise and support LSE with all international compliance requirements. The post holder will also lead on risk and security for the IGC and specifically its overseas programmes. The role reports to the Head of LSE Legal in the LSE Secretary Division, with a dotted reporting line to the IGC Finance Director.

### Key tasks/responsibilities:

#### 1. Registration:

##### a. Maintaining registration

- Maintain oversight and responsibility for the services provided by various payroll, insurance providers and employment advice services in each country and participate in selecting the appropriate providers.
- Implement and oversee effective processes to manage ongoing registration requirements, including renewals, seeking input from relevant departments/divisions within LSE as appropriate, with these processes to include:
  - contribution to, review and submission of financial statements,
  - review of prepared financial reports to ensure factual accuracy of non-financial information, overall quality and compliance with local and UK legislative requirements,
  - preparation, review and submission of annual/directors reports in line with jurisdiction requirements,
  - appointment of Non-Executive Directors,
  - compliance with LSE ethics and safeguarding policies,



- ensuring employment and immigration requirements are met and up to date, including that IGC staff have the relevant visas and permits,
- if required, compilation of reports for and in accordance with the protocols of the LSE Research Committee and Council in relation to overseas registration.
- Manage the working arrangements with local service providers (accounting firms, payroll bureaus, auditors and employment/immigration advisers) and establish mechanisms for ongoing management and compliance going forward.
- Supporting IGC and LSE on issues relating to employment, recruiting, and related tax compliance in close consultation with HR colleagues and obtaining information from local partners when required.

**b. New registration**

- If required, manage and support the IGC and LSE in the event the LSE decides to register in a new jurisdiction to support the ongoing development of the IGC activities.
- Ensure that registration compliance requirements are completed in the correct manner and meet required deadlines in line with School procedures (developing these where they do not already exist) and local country legal requirements, through managing the external consultancy engagements, and acting as the main point of contact between the external consultancies, the School's Secretary Division, the Finance Department, HR Department, the IGC and other relevant School departments as required.
- Liaise, as required, with each IGC in-country team on in-country compliance requirements, to keep them updated and understand how the compliance requirements impacts their work, ensuring that specific concerns and requirements are accounted for as needed.
- Manage the external consultancies in finalising a project plan for implementing all compliance requirements, identifying timescales and particular inputs from each specific School division/Department at each step in the process as required, and developing and finalising reporting requirements in conjunction with LSE and local regulatory requirements.
- Identify any areas of specific difficulty and raise these within the School's Secretary's Division and with IGC, and assist in devising appropriate solutions where no procedural or regulatory precedent exists.
- Collate supporting documentation for the compliance processes according to the specific requirements of each country.
- Where required for IGC entities and their activities, oversee the set-up of local bank accounts and appropriate insurance, and the investment of initial registration capital, in compliance with School financial procedures liaising with the Finance Division and IGC.
- Ensure compliance with LSE policies and UK standards surrounding ethics in business practices in the set-up of each in-country registered body.
- Identify and work with LSE departments, IGC and country offices to support the procurement of the support services required to set up and maintain registration in each country, including tax compliance, payroll services, cash management and procurement, and the provision of employment/recruitment advisory in line with School financial and legal procedures.

**c. Terminating registration**

- If required, establish and oversee an effective process to manage a termination of registration in any jurisdiction.
- This includes a project plan, identifying inputs from IGC and each specific LSE department or adviser; identifying the reporting requirements, overseeing their completion and collating supporting documents; terminating local supplier arrangements economically and effectively; closing bank accounts and ending insurance as appropriate; ensuring all taxes, payroll and other monies are settled appropriately with the balance returned to LSE's custodianship; and securing the necessary certification from authorities to evidence the satisfactory termination of registration.
- Ongoing responsibility to oversee and support the resolution of issues that arise as a result of the termination process, including issues arising after the termination is complete.

**2. Risk Management:**

- Analyse the various risks and possible mitigations associated with the operation of the entities from both local jurisdictional requirements and from a School reputational perspective. Support regular IGC SMT review of the Risk Register and possible new risks or mitigations.
- Develop guidelines on the need to identify, assess, monitor and mitigate the risks both from the point of view of breaches of local jurisdiction requirements and the risk impact on the reputation of the School with significant risks being reported up to and through the School's corporate risk management processes in London.



- Responsible for the development and implementation of a bespoke IGC Risk Policy together with the associated Risk Register.
- Support and manage the annual review process of the Risk Register and support management to review identified risks and determine appropriate mitigations.
- Lead the coordination of any new risk registers required by LSE or as in the terms of a grant received by IGC. Support the IGC SMT and IGC Grant Managers in any discussion of the risk register with the funding body for an IGC grant.

### 3. Security Management:

- Oversee the development of an IGC Security Framework together with its associated policies and procedures.
- Where appropriate, ensure that each country programme has current, complete, accurate and adequate security management plans (SMPs). Provide security management documents and templates as required, and provide support, advice and feedback as offices develop or revise country SMPs.
- Proactively develop security orientation packages for incoming staff (working with HR).
- Collaborate with HR on the procurement and administration of appropriate medical and emergency insurance for staff in IGC country offices.
- Monitor and manage all security related alerts. Act as principal point of contact for security alerts and incidents affecting IGC international activities.
- Monitor all communications from country programmes related to security incidents and planning, and provide timely feedback.
- Support the completion of in-country security assessment as and when required.
- Act as the main point of contact for the External Security Advisor.
- Support and monitor the completion of security assessments for trips by members of the hub as and when required.
- Ready to assist country staff where LSE can support them in times of need. Empathetic contact point for country staff with links to security and insurance.

### 4. Due Diligence, Investigations and Audits

- Review Due Diligence Assessment (DDA) compliance-related questions raised by the IGC operational teams. Where required, consult LSE or IGC colleagues to determine an opinion on DDA issues.
- Lead ad hoc investigations into compliance issues, such as suspected fraud.
- Support the compliance aspects of internal and external audits of IGC activities and projects.

### 5. Lead, Manage and Advise on International Compliance:

- Lead all aspects of international compliance management, including virtual management of staff across the IGC, LSE and external suppliers. Cultivate and promote effective teamwork, motivate high performance and organise related workflows and business processes. Where appropriate, support staff appraisals, offer feedback and coaching, and support recruitment.
- Relationship management: Strong relationships with LSE Divisions and decision-makers, across the IGC and with external suppliers to ensure effective coordination and management of activities to support compliance requirements for LSE legal entities, IGC country offices and activities.
- Advise the IGC SMT and LSE leadership on all aspects of the compliance role.
- Support the IGC SMT and country programme leadership in all aspects of programme delivery, operations, and finance, as appropriate.
- Take responsibility for providing accurate information to the IGC SMT in respect to international compliance-related activities.
- Communication through oral presentations, written materials and meetings, to explain the compliance activities to various stakeholders conveying the complex requirements in a user-friendly manner outlining the rationale, importance and practical effects.
- With input from LSE Finance and the IGC Finance Director, lead on monitoring project costs and support from external consultancies to ensure these are within established budget and represent good value for money. Monitor day to day expenditure against budget allocated for registration activities including expenditure on advice from external consultants and other costs.
- Address and problem solve operational issues, as required.
- Responsible for monitoring changes to regulatory requirements and coordinating any corresponding changes for LSE legal entities, IGC country offices and activities.



### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.