



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 Chief Finance and Administrative Officer

Job Summary:

The London School of Economics and Political Science is registered in 10 countries in Africa and South Asia to support the successful delivery of the School's International Growth Centre (IGC).

IGC is a research centre of the LSE and aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The Centre directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is principally funded by the UK Foreign, Commonwealth & Development Office (FCDO). The IGC has embedded Country Economists and Office Administrators based in its partner countries which currently include Bangladesh, Ethiopia, Ghana, Kenya, India, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone and Uganda.

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 and governance 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 and governance 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 Chief Finance and Administrative Officer (CFAO) of the IGC.

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 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.
- 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.

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.
- Collaborate with Head of Programme Management to support effective risk management and safeguarding procedures, and the coordination of Country Risk Assessments.

3. Security Management:

- Oversee the 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.
- 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.
- Collaborate with Head of Programme Management to ensure that IGC staff are aware of the arrangements and requirements to protect personal and collective security.
- 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.
- 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 Chief Finance & Administrative Officer, 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.
- 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.