

Job description: Risk & Compliance Analyst

JOB TITLE	Risk & Compliance Analyst
REMUNERATION	£35k-£42k base, dependent on experience, with discretionary bonus linked to individual and team performance, plus employee benefit package
POSITION	Permanent, full-time
REQUIRED EXPERIENCE	1-3 years' experience; relevant administrative, operational, compliance, risk, governance or financial services experience desirable but not essential

Welcome to Tribe. We're a values-led, award-winning wealth manager on a mission to redefine what it means to invest well.

Since 2016, we've been building a different kind of wealth management firm. One that brings performance and impact together to create meaningful value. One that considers every investment through two lenses: the potential monetary returns it may deliver, as well as its social, economic and environmental outcomes. We call this our 'twin-lens'.

As a fast-growing, purpose-driven business, we're proud to support a diverse and deeply engaged client community. Our clients want to use their wealth to do more: to put it to work in a way that will help bring about prosperity for people and planet, whilst also generating a financial return.

We're a certified B Corporation and signatories to the UN Principles for Responsible Investment and the Women in Finance Charter. We identify the businesses we invest in by using the UN Sustainable Development Goals (SDGs). These are the 'north star' of our investment approach; they're integral to how we understand our clients' values, as well as the investments we choose, and how we report on them.

We embrace innovation over status quo. We find fresh perspectives by sharing our knowledge, skills and expertise. And we're united by a shared belief in the power of capital to create positive change.

If you're excited by the idea of joining a collaborative, forward-thinking team of investment, impact, and client specialists – and helping to drive meaningful change in the industry – we'd love to hear from you.

Role focus and scope

- Provide administrative and coordination support to the Risk & Compliance function
- Help maintain accurate records, registers, meeting packs and reporting materials
- Support delivery of compliance monitoring, governance and regulatory processes
- Develop practical experience across risk, compliance and prevention of financial crime within a growing firm

The Risk & Compliance Analyst supports the day-to-day administration of the firm’s Risk & Compliance function, helping to ensure key processes, records and governance activities are completed accurately, on time and to a high standard. The role requires someone who is approachable, professional and confident in engaging with colleagues across the business, including Senior Managers, and who is able to ask appropriate questions, escalate concerns and provide constructive challenge where required.

The role provides practical support across compliance, risk and prevention of financial crime, including record keeping, meeting coordination, reporting preparation, policy administration and follow-up of actions, while offering broad exposure to the operation of a Risk & Compliance function within a regulated wealth management business. The role provides the opportunity to develop from coordination and administrative support into a broader advisory role in time.

The role works closely with the Head of Risk & Compliance and wider business stakeholders, escalating issues promptly where deadlines, data quality, record keeping or follow-up actions may impact effective governance or regulatory compliance.

KEY RESPONSIBILITIES	ACTIVITIES LINKED TO KEY RESPONSIBILITIES
Team and functional support	<ul style="list-style-type: none"> • Provide day-to-day administrative support to the Risk & Compliance team. • Help manage deadlines, trackers and shared action logs. • Support document management, filing and maintenance of organised records.
Compliance registers and record keeping	<ul style="list-style-type: none"> • Support the maintenance of compliance registers, logs and trackers. • Input, update and reconcile information accurately and on a timely basis. • Help ensure documents and evidence are stored clearly and can be retrieved easily.
Reporting and management information	<ul style="list-style-type: none"> • Assist in collating data for regular compliance and risk reporting. • Prepare first drafts of slides, summaries and reporting packs for review. • Check information for completeness, consistency and accuracy before circulation.
Policy and monitoring support	<ul style="list-style-type: none"> • Support policy reviews by coordinating document versions, feedback and approval records. • Assist with compliance monitoring administration, including scheduling reviews and tracking actions. • Help collate evidence requested as part of internal reviews, audits or external enquiries.

KEY RESPONSIBILITIES	ACTIVITIES LINKED TO KEY RESPONSIBILITIES
Advisory and business support	<ul style="list-style-type: none"> • Help triage incoming advisory queries. • Support the preparation of training materials, staff communications and guidance notes. • Carry out background research and information gathering on regulatory and governance topics as requested. • Act as an approachable and professional point of contact for Risk & Compliance matters, with the confidence to engage with Senior Managers, ask informed questions and support constructive challenge where needed.
Development and ways of working	<ul style="list-style-type: none"> • Build knowledge of the regulatory environment, the firm’s policies and core risk and compliance processes. • Demonstrate strong organisation, attention to detail and a willingness to learn. • Contribute to continuous improvement in team administration, reporting and record-keeping processes.

Regulatory Status of the Role

Senior Management Function Approval:

No

Certification Function Required for the Role:

No (unless role scope changes)

Exam Requirement for the Role:

No mandatory professional qualification on appointment; willingness to study towards a relevant compliance or regulatory qualification would be desirable.

Competency Level Required for Performance of the Role:

The Risk & Compliance Analyst should demonstrate strong organisational skills, attention to detail, sound written communication, discretion in handling confidential information, and a willingness to learn about risk, compliance and regulation in a professional services environment.

Continuing Professional Development Requirement:

Expected to participate in mandatory and optional internal training and ongoing professional development relevant to the role.

Working at Tribe

Our office in St James' is our home base, and while we offer flexible, hybrid working, we value time together and collaboration in person.

We support your development with ongoing training and career pathways, and we offer a comprehensive benefits package including:

- 30 days holiday (plus public holidays and your birthday)
- Pension contribution
- Private medical insurance and life insurance
- Volunteering days
- Cycle-to-work scheme, season ticket loan, and workplace nursery benefit
- Matched giving to the causes you care about

Our values

We're a values-led business. As a team, our values underpin our shared beliefs, and in turn guide our culture and behaviour.

- We're **forward-thinking**. Working today for a better tomorrow
- We're **collaborative**. We're better together
- We're **passionate**. We love what we do, and it shows

These are all underpinned by a single guiding value: **integrity**.

We're proud to be a B Corp, and we take our responsibilities – to all stakeholders – seriously. We're looking for someone who shares that mindset and is ready to build an incredible business and a better future with us.

Interested?

If you're ready to rethink wealth with us, we'd love to hear from you.

Please send a CV and cover letter explaining why you think you're perfect for this role and Tribe to jobs@tribeimpactcapital.com

Applications close: 1st July 2026

Please note candidates must have the necessary permits to work in the United Kingdom.

IMPORTANT INFORMATION: All statements are intended only to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified. Employees will be required to undertake any additional tasks or duties that may be within their capabilities. Tribe reserves the right to make amendments to the above in response to any material internal or external developments (e.g. market changes, new regulations, internal restructuring).