

JOB DESCRIPTION



Job Title	Compliance Analyst
Job Location	Office-based at AgilityEco offices in Sutton
Remuneration	£25,642.5 per annum
Hours	37.5 hours per week with 25 days annual leave, plus additional 1 day per year of service up to 30 days, and bank holidays.
Purpose Statement	<p>Headquartered in Sutton, AgilityEco is a fast growing business that has established a leading position in the financing and delivery of energy efficiency programmes and energy sector consultancy services. Much of what we do is aimed at alleviating fuel poverty and helping those who find themselves needing support in heating their homes efficiently.</p> <p>Our clients include many of the major energy supply companies, Local Authorities, Housing Associations and other funding bodies. We work with an extensive supply chain including many installers of renewable energy technologies, community interest companies providing localised support services, and other key partners.</p> <p>A Compliance Analyst will support our Energy Company Obligation (ECO) delivery and will take a lead role within the compliance team. The successful applicant will hold key accountability for processing ECO measures and act as the primary contact for all compliance queries.</p> <p>The successful applicant will have responsibility for a wide range of administration and analytical duties to support the on-going operations of the company. You will be required to assist with the implementation of critical business processes. It is therefore essential you are impeccably organised, possess excellent communication skills, have a keen eye for detail and the ability to work to tight deadlines under pressure. In return you will be part of a successful team where you will have the opportunity to evolve in the role.</p>
Accountabilities	<p>ECO compliance support:</p> <ul style="list-style-type: none"> Assisting colleagues with on-going needs such as verifying documents, data entry and handling paperwork. Engaging with the training and development of the ECO team and understanding any associated guidance material. Providing our external Installer network with feedback and guidance on ECO compliance requirements. <p>Managing Documents and Records:</p> <ul style="list-style-type: none"> Archiving, recording and retrieving company files. Submission of compliant ECO measures to our energy company partners. Ensuring that all queries are dealt with efficiently. <p>Other:</p> <p>Any other reasonable duties commensurate with the post, which may be allocated from time to time. All employees are responsible for their own health and safety and must adhere to the company's HSE guidelines</p>
Dimensions of Role	The job holder will report directly to our ECO Compliance Manager
Working Relationships	Close working relationship with colleagues, external partners and suppliers

Skills, Knowledge and Expertise	
Knowledge and Qualifications	<ul style="list-style-type: none">• Minimum of 5 GCSE's at grade C or above (or equivalent) – must include English• Computer literacy• Experienced user of MS office including Excel
Desirable Skills and experience	<ul style="list-style-type: none">• Previous experience in administration or office environment• Previous experience and understanding of the Energy Companies Obligation (ECO)• Knowledge of the energy efficiency and fuel poverty sector
Person Specification	<ul style="list-style-type: none">• Ability to manage and prioritise multiple tasks• Good verbal and written communication, time management and organisation skills• Ability to work under pressure and to tight deadlines• Team player• Self-motivated, driven and proactive• Ability to maintain highest level of confidentiality <p>AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.</p>