

Assurance Officer (Maternity Cover)

Assurance Officer – Build Your Career in IT Governance, Risk & Cyber Security

Location: Cardiff (Hybrid)

Contract: Fixed-Term Maternity Cover

Join a global organisation and develop your expertise in IT Governance, Risk and Cyber Security

Atradius is one of the world's leading providers of trade credit insurance, surety and collections services, supporting businesses in more than 50 countries.

We are seeking an Assurance Officer to join our IT Services team in Cardiff. This role is ideal for someone with experience in governance, risk, compliance, audit, technology administration, project coordination or information security and IT controls who is looking to take the next step in their career.

Working closely with Security, Risk, Compliance and Technology teams, you will play an important role in supporting assurance activities that help ensure Atradius remains secure, compliant and resilient. The role supports audit coordination, governance reporting, policy management and assurance activities across IT Services.

What you'll be doing

- Supporting internal and external audit activities.
- Coordinating the collection of evidence and documentation for audits and reviews.
- Tracking audit findings, remediation activities and follow-up actions.
- Assisting with governance, compliance and management reporting.
- Supporting policy reviews and governance processes.
- Working with colleagues across Technology, Security, Risk, Compliance and Data Protection.
- Helping improve assurance, governance and reporting processes.
- Supporting responses to regulatory, customer and assurance requests.

What we're looking for

We're looking for someone who is organised, curious and keen to develop their career in Governance, Risk, Compliance or Cyber Security.

You may already have experience in:

- IT Governance, Risk or Compliance activities.
- Internal or external audit coordination.
- Information Security or Technology teams.
- PMO, project support or business administration.
- Regulatory or policy-related activities.
- Financial services, technology or regulated environments.

Key skills

- Strong organisational and planning skills.
- Excellent attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and deadlines.
- Comfortable working with a range of international stakeholders.
- Good Microsoft Office skills, particularly Excel, Word and PowerPoint.

Why join Atradius?

This role offers a unique opportunity to gain hands-on experience in IT Governance, Risk, Compliance and Cyber Security within a global financial services organisation. You will work alongside experienced professionals, develop valuable skills and build a strong foundation for future career growth.

Whether you're currently working in governance, audit, compliance, administration,

technology or risk, if you're looking for a role that offers variety, development and exposure to international senior stakeholders, we'd love to hear from you.

Do you have any questions about our offer?

Elan BOOTH, Human Resources, is available by e-mail at Elan.Booth@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>