



JOB DESCRIPTION

ROLE DETAILS	
Job Title	Due Diligence Specialist
Reporting to	General Manager - Membership
Contract	Permanent, full time
Start date	ASAP
Location	London

ABOUT RJC

The Responsible Jewellery Council (“RJC”) is an international global standards and certification organisation. It has more than 1,800 member companies that span the jewellery supply chain from mine to retail. RJC Members commit to and are independently audited against the RJC Code of Practices—an international standard on responsible business practices for diamonds, coloured gemstones, gold, silver and platinum group metals. The Code of Practices addresses human rights, labour rights, environmental impact, mining practices, product disclosure and many more important topics in the jewellery supply chain.

RJC also works with multi-stakeholder initiatives on responsible sourcing and supply chain due diligence. The RJC’s Chain-of-Custody Certification for precious metals supports these initiatives. Through the implementation of the COP and COC members contribute towards the 17 Sustainable Development Goals of the United Nations 2030 agenda. The RJC is a Full Member of the ISEAL Alliance—the global association for sustainability standards.

JOB PURPOSE

The RJC is seeking a full-time Due Diligence Specialist to join its Membership team. This role will contribute to and support the Membership department’s work streams, with a focus on conducting enhanced due diligence day to day and managing longer term projects with this focus. Key elements of the work will include obtaining up to date and comprehensive documentation regarding our member’s structure, ultimate beneficial owners (UBOs), directors, entities and associated identification details. The information obtained will be thoroughly reviewed and analysed to ensure compliance with RJC membership requirements and risk mitigation. The role involves evaluating legal, financial, operational, and reputational aspects of RJC members via tools such as WorldCheck etc.

The role reports to the General Manager – Membership. Some travel to the London office will be required, however the work location is flexible.

ROLE AND RESPONSIBILITIES

Due diligence strategy	<ul style="list-style-type: none"> Develop an enhanced due diligence strategy across the entire organisation but primarily focused on RJC membership based on risk prioritisation.
-------------------------------	---

www.responsiblejewellery.com



Due diligence	<ul style="list-style-type: none"> Engage with RJC members to gather necessary information and documentation. Conduct comprehensive due diligence reviews and investigations on RJC members. If any potential risk is flagged on WorldCheck or elsewhere, to investigate and assess the associated risk to determine appropriate next steps. Develop a streamlined due diligence process for large corporate entities within the membership department. Prepare detailed due diligence reports, highlighting key findings, risks, and recommendations.
Processes & trend analysis	<ul style="list-style-type: none"> Monitor and report on industry/scheme trends and developments that may impact our due diligence processes. Assist in the development and implementation of due diligence policies and procedures. Maintain accurate and organized records of all due diligence activities.
Update Member Data	<ul style="list-style-type: none"> Ensure that member data is accurate and up to date. Support on due diligence relating to member mergers, acquisitions, changes in ownership, scope or company structure.
Membership Agreement	<ul style="list-style-type: none"> Ensure that members execute the current Membership Agreement.
Commercial Membership Application Form	<ul style="list-style-type: none"> Ensure that the Commercial Membership Application Form and Membership Agreement are up to date and adhere to our corporate governance in collaboration with our in-house advisers.
Wider RJC team support	<ul style="list-style-type: none"> Support and advise other departments within the RJC on due diligence related tasks and queries. Support the Applications Team on complex due diligence queries relating to applicants. Support the Assurance Department with requests to prioritise enhanced due diligence for members where a complaint has been logged or an incident has been flagged in the media.

EXPERIENCE AND QUALIFICATIONS

1.	Possessing qualifications or proficiencies in the following: Anti-Money Laundering, Know Your Counterparty, Customer Due Diligence, Enhanced Due Diligence, Combatting Financing of Terrorism etc. Processes and systems e.g. World-Check One, Orbis etc. including experience in sanction screening, document verification, and good knowledge of Anti-Money Laundering/Combatting Financing of Terrorism international regulations. Familiarity with the policies of the Financial Action Task Force.
2.	Minimum 5 years' experience in due diligence, financial analysis, risk management, or a related field (Finance and Legal industry experience would be a bonus)
3.	Proven track record of conducting due diligence investigations and delivering high-quality reports. Experience with WorldCheck and/or similar platform.



4.	General knowledge of risk and compliance matters
5.	Knowledge or experience of the precious metals and/or gemstone supply chain (desirable)
6.	Additional experience in Standard systems or schemes preferable
7.	Strong level of understanding of sustainability issues (such as business ethics, environmental impact, labour and working conditions, health & safety responsible sourcing and human rights)
8.	Strong working knowledge of Microsoft Office (Outlook, Excel, Word, PowerPoint)
9.	Degree in relevant field (desirable)
KEY SKILLS AND COMPETENCIES	
1.	Excellent organisational skills with the ability to work both independently and within a team being able to prioritise competing tasks and demands
2.	High proficiency in verbal and written English with the ability to communicate complex technical terms concisely (in plain English) and familiarity with the language used for standards and due diligence.
3.	Excellent analytical and problem-solving skills.
4.	Outstanding attention to detail and high level of accuracy.
5.	Ability to work efficiently with sets of documents and databases
6.	Experience with due diligence software and tools.
7.	Ability to speak French, German or Italian (desirable).
8.	Flexible team player, with the ability to work across different disciplines and cultures under pressure and to tight deadlines.
EMPLOYMENT BENEFITS	
This role will be entitled to 28 days annual leave per annum pro rata plus UK bank holidays (on pro rata basis). This role will automatically be enrolled into the RJC's company pension scheme.	
EQUAL OPPORTUNITIES	
The RJC believes one of the fundamental ingredients of running a successful organisation is the provision of a working environment which is truly representative of all sections of society and for each employee to feel respected and to be able to bring their true and unique selves to work.	
The RJC's policy is to provide equality, fairness and respect for all in our employment and provide equal opportunities in all aspects of employment. The RJC is committed to the fair and equal treatment of applicants. The RJC is an equal opportunities recruiter and does not discriminate on the basis of gender, gender identity and expression, marital or civil partnership status, race, colour, national or ethnic origin, disability, sexual orientation, social or economic background, age or any other protected characteristic.	
HOW TO APPLY	
Please email your application to sara-louise.macgillivray@responsiblejewellery.com including your: <ul style="list-style-type: none"> • resume (no more than 2 pages) • cover letter (no more than 1 page) which addresses how your education and experience align with the position. 	