

JOB SUMMARY - COMPLIANCE OFFICER

We are looking to recruit a candidate for the role of Compliance Officer. Reporting to the Compliance and Monitoring Manager, the Compliance Officer will help to develop and maintain appropriate internal compliance practices and controls within the Company to ensure companywide compliance with all regulatory, financial and core operational system requirements, provide guidance and advice to staff on all aspects of regulatory compliance.

The role will be based in the Company's Head Office in Bristol but some travel may be required to other Company offices to provide compliance support and carry out monitoring activity.

The Position and Duties will include:

- To assist the Compliance and Monitoring Manager to identify and diagnose where compliance activity is required across the Company.
- To promote and maintain a strong compliance culture within the Company.
- To maintain and develop strong systems and controls, and management information, to ensure compliance in all areas, and evidence of compliance.
- To help develop and coordinate the delivery of policies to put in place compliance activity where it is otherwise absent or unsatisfactory.
- To assist with the development and delivery of training and coaching activity, ensuring that personnel are properly trained and equipped to conduct their jobs.
- To continually and actively develop technical knowledge in relation to new Company initiatives and all, not solely core, systems.
- To continually and actively develop technical knowledge in relation to the regulatory framework governing the Company and its activities and to disseminate relevant information on regulatory developments within the Company.
- To provide frontline compliance and audit monitoring of key projects and initiatives.

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with both internal and regulatory service levels. Candidates must be computer literate. The applicant must have at least 2 years Compliance or Risk experience preferably in SIPP or Pensions

The hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

Start date: January 2019

Duration: Permanent

Location: Temple Quay, Bristol, BS1 6DZ

Person Specification: a full job description is available upon request

All candidate will be asked to confirm their eligibility to work in the in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

Please send your CV, along with a brief covering email to recruit@curtisbanks.co.uk