

INTERNSHIP PROGRAM

PRACTICE MANAGEMENT/COMPLIANCE CONSULTANT (UNDER SUPERVISION)

1-year employment contract with effect from **1 February 2019**

Region	Johannesburg
Reporting to	The Regional Manager, Johannesburg
Position Summary	Masthead (Pty) Ltd has a 1-year contract available for an Intern at their regional offices as a Practice Management and Compliance Consultant. The position will include assistance to Masthead Members and Corporate Clients with our Practice Management programme and to oversee and implement FAIS and FICA related compliance in the financial services industry.

Key Accountabilities	Objectives
Practice Management and Compliance Duty	<ul style="list-style-type: none"> • Assist the Practice Management Consultant in our duties to our Members and Customers. • This role delivers a practice management and compliance function to client financial services providers in terms of service level agreements. • Increase profitability through key drivers such as operational streamlining, increased income and sales and minimized expenses. • File and update internal records and registers. • Fulfilling functions required in terms of FAIS legislations such as monitoring and reporting to the financial services providers and the Financial Sector Conduct Authority (FSCA).
Personal Effectiveness	<ul style="list-style-type: none"> • Accountable for service delivery through own efforts. • Individually accountable for managing own time, tasks and output quality for period. • Makes increased contributions by broadening individual skills. • Collaborates effectively with others to achieve personal results. • Fulfils / achieves / follows the company values. • Understanding and practical knowledge of Practice Management, Best Business Practices and Risk Management Principles • Able to conduct presentations

Skills (Essential)	Role Qualifications and Competencies
Soft Skills	<ul style="list-style-type: none"> • Self-motivated. • Energetic and enthusiastic. • Effective communication skills – verbal and written. • In-depth understanding of client (relationship management). • Outstanding service delivery. • Conflict Management skills. • Time Management skills. • Drafting skills (policies, plans). • Presentation skills. • Work under pressure, independently and as part of a team

Qualifications	<ul style="list-style-type: none"> • Legal degree or B.Com (Law / Risk Management) is preferable • Other - FSCA recognised qualification
Employer & Job Benefits	<ul style="list-style-type: none"> • Opportunity for further studies in Compliance, Risk Management and Financial Planning. • The company ensures that you receive the necessary experience while under supervision. • The company offers development of industry-knowledge by enrolling interns to write the Regulatory Examinations (RE).
Candidate Requirements	<ul style="list-style-type: none"> • Driver's Licence • Own Vehicle

Address your CV and email it to	Johannesburg	Andria Hibbert (ahibbert@masthead.co.za)
In the Subject Line write this	INTERNSHIP PROGRAM: PRACTICE MANAGEMENT/COMPLIANCE CONSULTANT	
Cut-off date for this Vacancy is	15 November 2018	

Your application will be considered if you are a SA citizen & your CV meets the above criteria. Should you not have had a response from us within a 2-week period, please deem your application as unsuccessful.