

KEY INFORMATION

POSITION:	Compliance Officer (Category I/Category II)
REPORTING TO:	Regional Manager, Eastern Cape
LOCATION:	East London (Eastern Cape)
BUSINESS UNIT:	Compliance
START DATE:	January 2024

POSITION SUMMARY

- To effectively deliver a quality compliance and risk management service to our clients at a regional level.
- Adherence to the compliance requirements as per FSCA .
- To grow the Masthead Eastern Cape client base by marketing all Masthead services to existing Masthead clients and non-Masthead clients.
- To assist Masthead regionally with Virtual Compliance, Risk Management, Implementation, and other Sales Projects.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- A Legal/Accounting/Financial degree or
- A FSCA (FSB) recognised qualification.
- Registered as a FSCA approved Compliance Officer, Category I (Category II if possible)
- Minimum 5 years' experience in compliance or risk management within the financial services industry.

Please note only applicants who meet these requirements will be considered for this position.

COMPLIANCE DUTY AND RESPONSIBILITY

- Outsourced compliance function delivered to financial services clients and other FICA-accountable institutions
- Fulfil compliance function required in terms of FAIS, FICA, and other applicable legislation and business requirements.
- Establish a culture of compliance and provide a compliance risk framework to clients.
- Assist clients to achieve the TCF outcomes.
- Perform all functions to the standard and deadlines set by Regional Manager.
- Provide clients with high quality, personalised and substantive reports.
- Include clients in compliance processes and provide post monitoring feedback.
- Maintain records as required by the business.
- Display behaviour and attitudes that positively contributes to the well-being and development of the regional team, the company, and its clients.
- Sourcing and signing up of new clients.

COMPETENCIES AND SKILLS

- Good working knowledge of compliance legislation viz. FICA and FAIS.
- Understanding and knowledge of risk management principles.
- Exceptional verbal and written communication skills.
- Work under pressure, independently, and as part of a team.
- Proficient presentation skills.

HOW TO APPLY

- Send your CV to vacancy@masthead.co.za
- Address your application to: **Ferdi Coetzee, Regional Manager, Gqeberha.**
- In the subject line of your email write: **Compliance Officer position in East London.**
- The cut-off date for applications is **31 December 2023.**

Masthead is committed to transformation. Meeting our employment equity goals will be taken into account in our recruitment decisions.

Should you receive no correspondence within two weeks of the closing date of this job advert, please consider your application unsuccessful.