

## KEY INFORMATION

<b>POSITION:</b>	<b>Compliance Officer (Category 1)</b>
<b>REPORTING TO:</b>	Regional Manager, Durban
<b>LOCATION:</b>	KwaZulu Natal - Durban
<b>BUSINESS UNIT:</b>	Compliance
<b>START DATE:</b>	1 June 2023

## POSITION SUMMARY

In line with our Company's expansion strategy, we want to appoint an additional Compliance Officer in Durban to increase our opportunities to growing our client base and expanding our market in the Durban and KwaZulu Natal.

To effectively deliver a quality compliance and risk management service to our clients at a regional level. Adherence to the compliance requirements as dictated by the FSCA.

## MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- A Legal or Accounting degree
- A FSCA (FSB) recognized qualification.
- Category I FSP experience
- Minimum 3 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
- Must be approved by the FSCA for Category I.
- 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
- Services to be delivered to Independent FSPs and Corporate clients Perform all functions to the standard and deadlines set by Area Manager
- Provide clients with high-quality, personalized, 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 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](mailto:vacancy@masthead.co.za)
- Address your application to: **Ignatius Jacobs, Regional Manager**
- In the subject line of your email write: **Compliance Officer post in Durban**
- The cut-off date for this vacancy is **19 April 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.*