

KEY INFORMATION

POSITION:	Compliance Officer/Practice Management Administrative Assistant (Cape Town)
REPORTING TO:	Regional Manager
LOCATION:	Tyger Valley, Cape Town
BUSINESS UNIT:	Compliance/Practice Management
START DATE:	June 2023

POSITION SUMMARY

Reporting to the Regional Manager, the Compliance Officer/Practice Management Administrative Assistant is a role that will provide administrative support to the Masthead Compliance Officers or Practice Management Consultants. This role is based in Cape Town.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- Degree or Diploma (will be advantageous)
- Knowledge of compliance legislation governing the industry (**inter alia FICA, FAIS and POPI**) (will be advantageous)
- An understanding of the **financial services industry**.
- An understanding of a **financial service provider's business**.

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

ADMINISTRATIVE DUTY AND RESPONSIBILITY

- Assist Compliance Officer or Practice Management Consultant with daily duties.
- Manage diaries.
- Draft emails for Compliance Officer or Practice Management Consultant
- Draft Proposals for our Practice Management Consultant
- Assist with drafting tailored templates

COMPETENCIES AND SKILLS

- Good working knowledge of compliance legislation viz. FICA and FAIS
- Exceptional verbal and written communication skills
- Work under pressure, independently, and as part of a team
- Self-motivated.
- Energetic and enthusiastic.
- Effective communication skills – verbal and written
- In-depth understanding of client (relationship management)
- Outstanding service delivery
- Time Management skills
- Planning and organising
- Drafting skills (policies, plans)

HOW TO APPLY

- Send your CV to vacancy@masthead.co.za
- Address your application to: **Andria Hibbert, Regional Manager**
- In the subject line of your email write: **Application for Compliance Officer/ Practice Management Administrative Assistant in Cape Town**
- The cut-off date for applications is **31 May 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.