

KEY INFORMATION

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

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 dictated by the FSCA.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- Registered as a FSCA (FSB) approved Compliance Officer is essential
- Must be approved by the FSCA for Category I
- Holds a recognised Legal or Accounting degree
- Minimum 3 years' proven experience in compliance or risk management within the financial services industry
- Category I FSP experience

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
- 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 Regional 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 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: **Andria Hibbert, Regional Manager**
- In the subject line of your email write: **Application for Compliance Officer 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.