

KEY INFORMATION

POSITION:	Compliance Officer Under Supervision
REPORTING TO:	Regional Manager
LOCATION:	Gqeberha (Port Elizabeth)
BUSINESS UNIT:	Compliance/Practice Management
START DATE:	1 September 2023

POSITION SUMMARY

Masthead (Pty) Ltd has a 1-year contract available for an Intern at their regional office in Gqeberha, to oversee FAIS and FICA-related compliance in the financial services industry.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

To qualify for this internship, you must meet the following criteria:

- Successfully completed a diploma/degree/honours. Financial degree / Legal degree or B.Com (Law / Financial Management / Risk Management) is preferable
- Be aged between 18 and 35 years old
- Must currently be unemployed

Beneficial:

- FSCA-recognised qualification

KEY ACCOUNTABILITIES

Compliance Duty

- This role delivers an outsourced compliance function to client financial service providers in terms of service level agreements.
- Fulfils functions required in terms of FAIS legislations such as monitoring and reporting to the financial services providers and the Financial Services Conduct Authority (FSCA).
- Establishes and embeds compliance culture across the panel of financial service providers and provides a compliance risk framework.

Personal Effectiveness

- Accountable for service delivery through own efforts.
- Individually accountable for managing own time, tasks and output quality for period of 1 day to 3 months.
- 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 Risk Management Principles.
- Able to conduct presentations.

COMPETENCIES AND SKILLS

- Self-motivated.
- Energetic and enthusiastic.
- Effective communication skills – verbal and written in English and Afrikaans.
- In-depth understanding of client (relationship management).
- Outstanding service delivery.
- Conflict Management skills.
- Time Management skills.
- Work under pressure, independently and as part of a team.

The following technical knowledge will be beneficial:

- An understanding of the financial services industry.
- Knowledge of compliance legislation governing the industry (inter alia FICA and FAIS).
- Computer literacy – Microsoft Office suite.

EMPLOYER & JOB BENEFITS

- 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

- Driver's licence
- Own vehicle

HOW TO APPLY

- Send your CV to fcoetzee@masthead.co.za
- Address your application to: **Ferdi Coetzee**
- In the subject line of your email write: **INTERNSHIP PROGRAMME: COMPLIANCE OFFICER UNDER SUPERVISION**
- The cut-off date for applications is **30 August 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.