

KEY INFORMATION

POSITION:	Compliance Administrator Intern
REPORTING TO:	Regional Manager
LOCATION:	Nelspruit, Mpumalanga
BUSINESS UNIT:	Compliance
START DATE:	January 2024

POSITION SUMMARY

To effectively deliver a quality compliance and risk management administration service to our clients at a regional level. Adherence to the compliance requirements as per FSCA, FICA, POPI, and NCR and provide best business solutions.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- In progress to complete qualification
- Financial products an advantage
- No limit to experience

COMPLIANCE DUTY AND RESPONSIBILITY

- Effectively implement compliance solutions.
- Assist clients with FSP and NCR licensing.
- Effectively manage leads and proposals.
- Establish a culture of compliance with clients to achieve the TCF outcomes.
- Services to be delivered to FSP's, NCR, POPI, FICA, Corporate clients, and various other customers.
- 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 which positively contributes to the well-being and development of the regional team, the company and its clients.
- Sourcing and signing up of new clients.
- Implement solutions as per remedial actions.

COMPETENCIES AND SKILLS

- A good working ability.
- 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: **Heidi de Lange, Regional Manager**
- In the subject line of your email write: **Intern for Compliance Administrator in Nelspruit**
- The cut-off date for this vacancy is **30 October 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.