

KEY INFORMATION

POSITION:	Compliance Consultant (CAT I)
REPORTING TO:	Area Manager, Pretoria
LOCATION:	Pretoria
BUSINESS UNIT:	Masthead Services
START DATE:	01 st January 2025

POSITION SUMMARY

This job ad outlines a position focused on delivering high-quality compliance and risk management services at a regional level, ensuring adherence to regulatory frameworks like FSCA, FICA, POPI, Long- and Short-term Insurer outsourcing, the Companies Act, and NCR. The role involves providing tailored business solutions and training for both individuals and groups. The position involves increasing the success and profitability of member practices by delivering webinars, seminars, and implementing solutions based on key business strategies and assessments. Additionally, the role focuses on growing and retaining the customer base.

MINIMUM REQUIREMENTS – QUALIFICATIONS & EXPERIENCE

- A FSCA recognised qualification preference will be given to a BCOM, Legal or Accounting degree
- Registered Category I Compliance Officer with the FSCA (*Not Compulsory*).
- Relevant experience in the financial Industry, preference in compliance or risk management within the financial services industry.
- A valid driver's licence

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

DUTIES AND RESPONSIBILITIES

Compliance Duties

- Provide clients with high-quality, personalised and substantive reports.
- Display behaviour and attitudes that positively contribute to the well-being and development of the regional team, the company and its clients.
- Sourcing and signing up of new clients.
- Provide training to clients and staff on business practice solutions.
- Outsourced compliance function delivered to financial services clients and other FICA-accountable institutions.
- Fulfil compliance function required in terms FSCA, FICA, POPI, Long- and Short-term Insurer outsourcing, Company Act and NCR and other applicable legislation and business requirements
- Establish a culture of compliance and provide a compliance risk framework to clients to achieve the TCF outcomes
- Practice management delivery through implementation, webinars and seminars the concept either in groups or at individuals in such a way that they can see the benefits to their own practice and are prepared to undergo the necessary change to implement key drivers

Quality of Work

- 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 align services to the new service level agreements.
- Maintain records as required by the business.
- Utilize the systems to report effectively and record transactions.
- Display behaviour and attitudes which positively contributes to the well-being and development of the regional team, the company and its clients
- Implement solutions as per remedial actions.

COMPETENCIES AND SKILLS

- A good working knowledge of compliance legislation, namely FAIS and FICA.
- Understanding and knowledge of risk management principles.
- Exceptional verbal and written communication skills.
- Ability to work under pressure, independently, and as part of a team.
- Proficient presentation skills.

HOW TO APPLY

- Send your CV to pretoria@masthead.co.za
- Address your application to [Heidi de Lange, Regional Manager, Pretoria.](#)
- In the subject line of your email write: [Compliance Consultant \(CAT I\) position in Pretoria.](#)
- The cut-off date for applications is 15 November 2024.

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.