

KEY INFORMATION

POSITION:	Compliance Officer (CAT I, II and IIA) - Western Cape
REPORTING TO:	Regional Manager
LOCATION:	Tyger Valley, Cape Town
BUSINESS UNIT:	Compliance
START DATE:	01 February 2025

POSITION SUMMARY

To effectively deliver a quality compliance and risk management service to our clients at a regional level and adhere to the compliance requirements as dictated by the FSCA.

MINIMUM REQUIREMENTS – QUALIFICATIONS & WORK EXPERIENCE

- A Legal / Accounting / Financial degree.
- Must be approved by the FSCA for Category I, II and IIA.
- Registered as a FSCA (FSB) approved Compliance Officer is essential.
- Minimum 3 years' proven experience in compliance or risk management within the financial services industry.
- Category I, II and IIA FSP experience.
- A valid driver's licence.

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

COMPLIANCE DUTY AND RESPONSIBILITY

- Deliver outsourced compliance functions to financial services clients and other FICA-accountable institutions.
- Fulfil compliance function required in terms of FAIS, FICA, and other applicable legislation and business requirements.
- Establish and nurture a culture of compliance, providing clients with a robust compliance risk framework.
- 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, 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 that positively contributes to the well-being and development of the regional team, the company, and its clients.
- Source and sign up new clients, expanding the company's client base.

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 vacancy@masthead.co.za
- Address your application to: **Andria Hibbert, Regional Manager**
- In the subject line of your email write: **Compliance Officer (Category I, II and IIA) position in Western Cape.**
- The cut-off date for applications is **31 January 2025**

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.