

KEY INFORMATION

POSITION:	Compliance Consultant (CAT I)
REPORTING TO:	Regional Manager and Area Manager
LOCATION:	KwaZulu-Natal
BUSINESS UNIT:	KwaZulu-Natal Region
START DATE:	Immediately

DESCRIPTION OF MASTHEAD

At Masthead (Pty) Ltd, our passion is keeping businesses in business. As a national supplier of practice management and business development services, and compliance monitoring of FAIS, FICA, POPI, and NCR, Masthead assists Independent Financial Advisors, corporate FSPs and other business sectors throughout South Africa so they can stay in business, improve productivity and prosper. We know this can only be achieved through the calibre of people we employ – people who are client focused, set themselves high standards of delivery and have a willingness to go the extra mile.

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 majoring in IT.
- A specialized certification in AI governance would be advantageous.
- 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.
- Provide guidance on the compliance implications of AI and emerging technologies within financial services to clients.
- identify, assess and manage AI-related risks such as data privacy, bias, transparency and accountability.
- POPIA and DATA Governance Compliance: advise clients on the responsible use of data and compliance with privacy regulations when using AI systems.
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- Deliver valuable client training, webinars and seminars on AI governance, responsible AI use and regulatory considerations.
- 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 vacancy@masthead.co.za.
- Address your application to: **Ignatius Jacobs, Regional Manager, Kwa-Zulu Natal and East London.**
- In the subject line of your email write: **Compliance Consultant Position in Kwa-Zulu Natal.**
- The cut-off date for applications is **20th September 2026.**

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.