



JOB PROFILE

Job Title:	Compliance Director
Department:	Compliance
Accountable to:	Chief Executive

Job Purpose:

To maintain a strong Compliance function within the firm as a key independent governance and oversight function for the advisory processes

Main Duties:

- To identify and advise the organisation on the compliance risks and how best to manage them in the context of the organisations objectives and vision
- To set out the Compliance objectives in accordance to the Group's risk profile and regulatory requirements via effective policies and procedures covering compliance, advice and training and competency
- To identify activities necessary to achieve the key objectives of the Compliance function and ensure that it is suitably resourced and organised to deliver on them to the highest standard
- To maintain effective systems and controls within the areas of responsibility and work with the board of directors to achieve effective corporate governance
- To provide effective leadership to the Compliance staff and to create and maintain high quality teams with clearly assigned responsibilities and targets
- To ensure there is regular and effective reporting direct to the Board on compliance matters
- To act as the Money Laundering Reporting Officer for the Group
- To maintain good relations with the regulator Financial Services Authority
- To act as the 'Treating Customers Fairly' (TCF) champion for the Group and ensure that the Group achieves the TCF consumer outcome 1 "Customers can be confident that they are dealing with a firm where the fair treatment of customers is central to the corporate culture"
- In conjunction with the Financial Director use financial and other resources effectively to set budgets and forecasts for on-going operations and projects, meet targets within budget, work with the Chief Executive and Board to secure effective resources and monitor and evaluate the use of resources
- To hold the Financial Services Authority (FSA) Controlled Functions CF1 Director, CF8 Apportionment and Oversight, CF10 Compliance oversight, CF11 Money laundering, CF30 Customer and responsibility for Insurance Mediation

Qualifications:

- Educated to degree standard, with an advanced financial services qualification
- A legal qualification would be beneficial

Skills:

- A portfolio of management skills in Compliance related disciplines
- Good strategic planning skills and the ability to translate strategic plans into reality and to ensure delivery and performance

- Strong and proven leadership and motivational skills with evidence of a commitment to attainment of good practice
- Skilled in people management, a team player with the ability to establish and maintain good working relationships with all contacts and colleagues
- An in-depth knowledge and experience of the practical application of relevant laws and regulations, especially FSA Handbook and guidance, Anti Money Laundering and Data Protection legislation and the OFT licensing regime
- A solid understanding of the workings of relevant regulatory bodies
- An in-depth understanding of the 'treating customers fairly' cultural requirements as set by the FSA
- High level of oral and written communication skills and personal presentation skills
- Ability to present an argument persuasively, negotiate successfully and influence the decisions of others
- Reliable, a sense of responsibility and self reliant

Experience:

- A successful career and employment record showing evidence of progression to a senior management position in Compliance
- Involvement in the development of strategy, policies, business planning and financial management
- Experience in dealing with regulators, in particular the FSA
- Effective management of staff