

Job Description

Position	Compliance Officer P/T
Reporting to	Chief Operating Officer (COO)
Location	Head Office, Hastings

Summary

Invest & Fund is authorised and regulated by the Financial Conduct Authority with permission to operate an Electronic Platform for Lending. The business model is focussed upon providing funding for residential property developers via its platform.

Reporting to the COO with a dotted line to the Board the Compliance Officer holds a key role within the business to help it achieve its growth whilst helping to protect the business. You will be comfortable working across all areas of compliance and working in a fast-moving business helping the business to meet its strategic goals whilst managing both AML and regulatory risk. You will relish working across the business ensuring that staff understand their regulatory responsibilities.

Key Accountabilities

- As SMF 16 ensure that the company remains up to date with all relevant regulatory developments and our business operations remain in compliance with requirements
- Ensure that satisfactory systems and controls are in place
- Ensure that staff are trained and achieve a good understanding of the regulations as relevant to their roles
- Drafting, adjusting all relevant policies and procedures in line with legislative and regulatory changes and to improve overall risk management
- Advise the business on regulatory impacts on services and products and how best to mitigate
- As SMF 17 responsible for AML and MLRO activities and related policies, procedures and execution
- Prepare management information and reports with conclusions and recommendations
- As Data Protection Officer ensuring that we comply with regulations and that our policies and procedures are up to date and applied

Key responsibilities

- Write, review and manage relevant policies and procedures; ensure they are up-to-date with regulatory requirements and monitor adherence with these policies
- Act as an internal control function to conduct risk assessment
- Own, progress and report on the compliance monitoring programme identifying and helping to resolve any areas identified for improvement
- Identify and assess risks to the business and make recommendations
- Respond to relevant regulatory and industry body consultations
- Undertake regulatory reporting including using Gabriel and Connect
- Deliver compliance training across the business and ensure that mandatory training is up to date

- Conduct an annual assessment of training needs and implement an effective company-wide training programme
- Manage AML risk for the business and support the FD on the Prevention of Financial Crime
- Check and approve due diligence assessments on new client onboarding and conduct transaction monitoring for AML
- Ensure that regular AML and that PEP and Sanctions checks are in accordance with requirements and that record keeping is satisfactory
- Advise the COO on any areas for improvement

Key Skills and Experience

- Broad experience within the compliance function with a sound understanding of relevant legislation, regulation and standards and their practical impact probably gained in a fast moving small to medium sized financial services business
- Experience in retail client model and lending with an understanding of Peer to Peer
- Solid knowledge of financial services regulations, particularly SM&CR, CASS7, Financial Promotions, FCA reporting, including Gabriel and Connect, and PS19/14 (ideally)
- Strong and up to date understanding of AML regulations and JMLSG for UK based clients; familiarity with onboarding systems, PEP & Sanction Checks
- Ability to interpret new and current applicable regulations and provide advice to the business on its practical application
- A proportionate and solutions-based approach; ability to work independently at speed as well as working in conjunction with colleagues across the business
- Contribute to the corporate culture by emphasising the standards of excellence
- Diligent, tenacious with exceptional attention to detail
- High standards of written English and presentation skills; ability to communicate ideas clearly and concisely
- Strong communication skills and ability to work collegiately with other members of the senior team and across the business
- Necessary qualifications, experience and professional and personal qualities to carry out the specific duties
- Excellent planning and organisational skills with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Excellent research and analysis skills
- Ability to perform under pressure
- Self-motivated with great initiative
- Data Protection Officer with a good knowledge of GDPR
- PC proficiency with Excel, PowerPoint, MSWord skills and other relevant software