

Job description

Job title	Head of Compliance
Reports to:	eWealthGlobal Group Board

Job purpose

The role of Head of Compliance serves as the key individual to assess and analyse risks within the business, also ensuring that the firm meets statutory, regulatory and industry good practice standards in respect of compliance risk and control.

Reporting directly to the Board, the role holder will identify risks to the business, develop and manage a framework in which such risks are assessed and monitored and communicate recommendations to the Board as appropriate.

Key responsibilities

- To act as principal point of Compliance contact for internal and external stakeholders.
- To maintain relevant registers including those related to suspicious activity, regulatory communications and ensure timely updates to the Board and wider business.
- To implement and maintain policies and procedures, monitor their adequacy and deliver training to assist the business in meeting regulatory responsibilities.
- Contribute to the CDD/onboarding processes, as required, including the participation in processing of CDD and onboarding material.
- Responsibility for AML procedures, including but not limited to the delivery of Business Risk Assessment, Compliance monitoring programme, monitor regulatory developments and engage in business projects from a compliance perspective.
- Act as Money Laundering Reporting Officer – key task is to receive / review and report Suspicious Activity reports. The role also requires that the role holder feeds into the development procedures for monitoring compliance with and testing of policies and procedures and monitor and testing of awareness and training.
- Prepare reports and present recommendations
- Help implement solutions and plans
- Evaluate employees' risk awareness and train them when necessary

Qualifications / Requirements

- Strong analytical skills
- Strong influencing and Communication skills
- Fully aware of both individual and business obligations under the relevant laws and AML/CFT Codes of Practice
- Professional qualification in Compliance
- Minimum 10 years' experience in a senior compliance related role