

Compliance Monitoring Officer

Job Description

Reports to:	Compliance Manager
Responsibility for others:	No
Department:	Group Compliance
Location:	Broadlands, Horsham
Hours:	9am – 5:30pm

Overall purpose of the Job

As part of the Fusion Wealth second line compliance function, the Compliance Monitoring Officer will undertake regular monitoring of the firm's systems/controls, and, in doing so, provide assurance, advice and guidance to the wider business to support compliance with the firm's regulatory obligations.

Key Activities

- Undertake regulatory monitoring, focusing primarily on FCA regulations, internal standards, and measurement of fair outcomes for customers.
- Work alongside the Compliance Manager in the development and tracking of the Compliance Monitoring Plan.
- Develop Terms of Reference/Scope documents for reviews assigned, undertaking fact finding to identify key risks and controls for inclusion.
- Deliver regular, timely, relevant and concise written reports summarising the findings, including recommendations for addressing any weaknesses identified.
- Provide verbal feedback when required to operational areas, including to senior management, in respect of review findings.
- Ensure completeness of evidence gathered and record keeping associated from testing, on which findings and conclusions are clearly based.
- Track and report on the progress of remedial actions and where appropriate, guide management in implementing necessary improvements.
- Generate regular MI reports and summaries of reviews/findings for senior management analysis.
- Act as the "Lead Monitoring Officer", managing reviews and coordinating the activities of other Compliance team members in relation to that work.
- Maintain up to date CPD records demonstrating that skills and knowledge required to do the job are being maintained and enhanced.
- Assist Compliance team members and to cover in time of need, as required and directed by Compliance Manager.
- Undertake any other wider work including (but not limited to) ad-hoc projects, as required and directed by the Compliance Manager.

Required Skills/Experience

The successful candidate will be/have:

- Experience within Compliance Monitoring or Audit including knowledge of Compliance monitoring tools and techniques, including interviewing skills.
- Good knowledge of retail investments, savings and pensions.
- Excellent knowledge of relevant FCA rules and their interpretation/application.
- Strong interpersonal and communication skills, with the ability to build rapport and forge strong working relationships with key business stakeholders.
- Effective planning and analytical skills.
- Competent with Microsoft Office programs.
- The desire to maintain competency in line with legislation and technical changes within the industry.

Desirable Skills/Experience

- An understanding of the Platform or Investment Industry and the regulations that impact upon it would be a clear advantage.
- CISI IOC level 3 qualified (or equivalent) or close to completion.

Personal Characteristics

- Team player.
- Desire to self-improve and broaden knowledge.
- Ability to work unsupervised and manage own workload.
- Excellent attention to detail.
- Inquisitive and analytical mind.

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