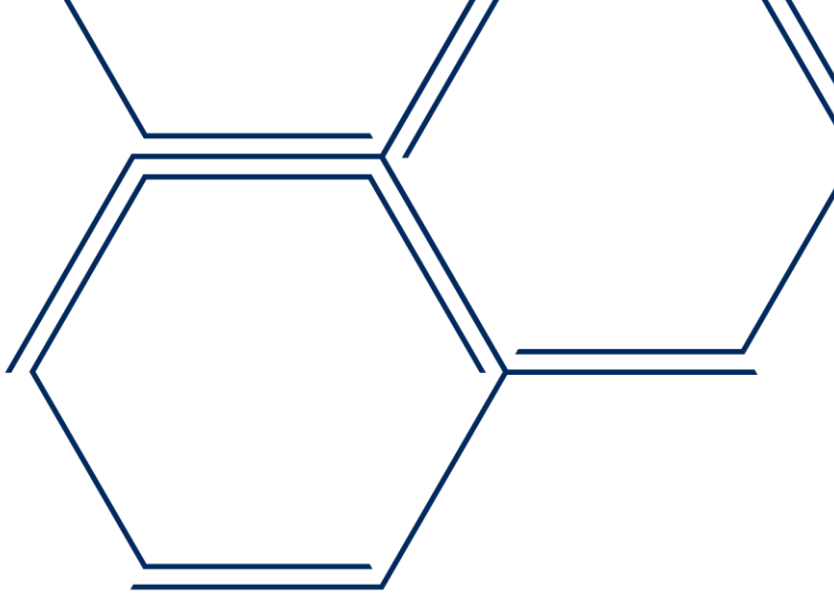


Compliance Administrator

Job Description



Who We're Looking For

As part of the Fusion Wealth second line compliance function, the purpose of the Compliance Administrator is to provide support to the wider Compliance Team in ensuring Fusion Wealth remains compliant with all obligations in regards both the UK and the EU regulatory system.

About Benchmark Capital

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice¹

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

¹As at 31.03.21

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

What You'll Do

- Assist and support the Compliance team in administering the monitoring function across the company
- Provide telephone cover and support for the Compliance team
- Attend Compliance team meetings, compile minutes and add to discussion as appropriate
- Undertake supporting administrative tasks for the Compliance team as required

- Liaise with the team on associated tasks and projects, and provide constructive input
- Liaise effectively and confidently with senior management
- Provide technical support and regulatory analysis in support of the Compliance team, keeping up to date with regulatory and industry developments
- Take on tasks and projects as requested by the Management team with a can-do attitude and a timely approach
- Update procedures and documentation as directed by senior management
- Complete tasks to a high standard, and apply initiative to accommodate for wider issues
- Identify and communicate system and procedure enhancements to management where identified.
- Provide support to the wider team in relation to breach reporting, paying due regards to ensuring the breach registers and compliance registers remain complete and up to date
- Provide support where it is required by the business, including to other team members, other teams or in extreme cases to the wider business.

The Knowledge, Experience And Qualifications You Need

- Knowledge of FCA rules and their interpretation/application.
- Experience working within a regulated industry, preferably financial services
- Knowledge of Data Protection requirements
- Ability to communicate with others confidently whilst remaining flexible/adaptable.
- Good analytical, observational, written and verbal communication skills.
- IT literate with strong knowledge of Microsoft Office programs.

The Knowledge, Experience And Qualifications That Will Help

- CISI IOC qualified (or equivalent) or the desire to work towards this.
- Experience within the financial services industry, preferably in an investment environment

What You'll Be Like

- Desire to self-improve and broaden knowledge.
- Ability to manage own workload and support others
- Excellent attention to detail
- Problem solving
- Inquisitive and analytical mind
- Approachable and pragmatic

We're Looking For The Best, Whoever They Are

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.