

# Compliance Administrator

## Job Description

<b>Reports To:</b>	<b>Fusion Wealth – Compliance Team Leader</b>
<b>Responsibility for Others:</b>	No
<b>Department:</b>	Compliance
<b>Location:</b>	Broadlands, Horsham
<b>Hours:</b>	Monday to Friday 9.00am to 5.30pm with 1 hour for lunch
<b>Any Special Requirements</b>	Minimal Travel (hours, travel)

### Overall Purpose of the Job:

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.

### Key Activities & Responsibilities:

- 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.

**Required Skills/Experience:**

The successful candidate will be/have:

- 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.

**Desirable Skills/Experience:**

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

**Personal characteristics:**

- 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