

Overview:

This is a continuing role for the business, the purpose of which is to provide support to the Group Compliance Manager and the Compliance team.

Vacancy Reference Number: MSMS 2024-031

Location: Norwich or Remote

Job Description

Business Entity: Mount Street Mortgage Servicing Limited	Review Date: 03 September 2024
Cost Code/ Business Unit: 31 - Overhead	
Division: Compliance	Department: Legal & Compliance
Corporate Title: Associate	Functional Title: Compliance Analyst
Ultimate Reporting Line: Group Compliance Manager	
<p>Responsible For: The post holder will be required to update the Compliance Management systems and tools, analyse and manage new deals, distribute communications and training materials, manage team folders, update Excel spreadsheets, process invoices, update new client information, create reports, and provide general ad-hoc administrative support. The post holder will work alongside business and functional teams and group-wide compliance managers across multiple jurisdictions (US, Germany, and Ireland).</p>	
<p>Explain who will cover the role when current individual is absent from the office: The tasks in this role will be carried out by a Senior Associate or an assigned delegate in the event of the absence of the post holder.</p>	
<p>Purpose (a brief encapsulation of what the jobholder is required to accomplish): To provide support to the compliance team and the Group Compliance Manager. The post holder will work alongside business and functional teams, Group-wide Compliance Managers across multiple jurisdictions (US, Germany, Spain & Ireland) and the Group Legal team to provide support including - updating the Compliance Management CRM system, distributing communications, updating Excel spreadsheets, processing invoices, updating new client information, creating reports, and providing general ad hoc administrative support</p>	
<p>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</p> <ul style="list-style-type: none"> • Update main Compliance Management systems and tools. • Distribute Communications and Training Materials. • Manage Compliance Team Folders according to procedures. • Update and maintain Compliance Team Registers and Records (Excel-based). • Update new Client Information. • Create Reports (Management Information) on regular and ad-hoc basis. 	

- Provide general ad-hoc administrative support to the Team and the Group Compliance Manager
- Managing personal workload and prioritising tasks to meet business needs.
- Engaging with internal stakeholders/Compliance Manager to ensure timely completion of tasks.
- Achieving operational goals set and deliver against agreed targets in terms of quality and productivity.
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Skills and Competencies (Key skills, competencies and attributes required for success):

- Demonstrable ability to get work done within a pressurised environment.
- Confident using MS Office Productivity Tools (Word, Excel, Outlook, PowerPoint) particularly Excel.
- Experience in a client-facing position most recently.
- Confident to challenge others and offer suggestions.
- Ability to work on your own initiative and multitask within an ever-changing environment.
- Attention to detail with ability to liaise with individuals at a senior level.
- Compliance Risk Management and Compliance Management System support.
- Basic understanding of core Compliance programmes such as AML, Data Protection, Conduct & Ethics.
- Interpersonal skills & relationship building – working with multiple teams in various jurisdictions will be required of this role and building these relationships is key.
- Proven ability to work independently with minimal input/supervision.
- Flexible attitude to role specifics – must be willing to adapt to needs of business, often at short notice.
- Demonstrable ability to prioritise, organise, multi-task and work within tight and changeable timeframes while still maintaining high level of accuracy and standard.
- Strong time management skills with excellent attention to detail.
- Excellent written and verbal communication skills and aptitude for communicating with colleagues and external stakeholders.

Essential Approved Persons Examinations (e.g. FSA, CFA):

N/A

Professional Examinations required (e.g. ACCA):

- (Desirable) Bachelor's degree in Law, Risk Management or Finance
- (Desirable) Minimum Beginner to Intermediate level training and certification obtained from 3rd party Accrediting Body e.g. ICA Specialist Certificate in AML, Financial Crime, Sanctions, Governance or Compliance

Other skills required, essential or desired (e.g. languages):

Good verbal and written English language skills

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.