

Vacancy Reference Number: MSMS 2025-027

CORPORATE TITLE:	Senior Associate
LOCATION:	Norwich/Remote
DIVISION:	Legal & Compliance
DEPARTMENT:	Compliance
ULTIMATE REPORTING LINE:	Director, Compliance
COST CODE/BUSINESS UNIT:	31/ Overhead
REVIEW DATE:	April 2025

OVERVIEW**PURPOSE OF ROLE :**

- This is an existing role in the business, the purpose of which is to provide support to the Group Compliance Manager. The post holder will work alongside business and functional teams, other Compliance Managers across multiple jurisdictions (including the United States and Germany) and the Group Legal team to support on all Compliance-related matters.

RESPONSIBLE FOR:

- The post holder will have delegated responsibility from the Group Compliance Manager for the development, execution, and oversight of operational procedures relevant to the Groupwide Compliance Management framework and/or Subject Matter specific frameworks and programmes.
- This will include – independent management of group-wide Compliance frameworks for one or more entities/jurisdictions and to provide experienced support including - updating the Compliance Management CRM system, developing and delivering communications and training materials, management of team folders, data privacy office management, updating Excel spreadsheets, processing invoices, updating new client information, creating reports, and providing general ad-hoc administrative support.



CORE RESPONSIBILITIES (FUNCTIONAL RESPONSIBILITIES):

- Provide subject matter expertise (review and analysis) for enquiries/escalations for areas of assigned responsibility
- Design, implementation and management of operational procedures for areas of assigned responsibility
- Maintain main systems and/or tools supporting key Compliance Management frameworks and programmes
- Develop and deliver key Compliance-related Communications and Training (courses and materials)
- Manage Compliance Team Folders according to procedures
- Update and maintain Compliance Team Registers and Records
- Update new Client Information
- Data Protection Office support and management
- Create Reports (MI) 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 and external stakeholders/Compliance Managers to ensure timely completion of tasks
- Achieving operational goals set, and deliver against agreed targets in terms of quality and productivity

SKILLS AND COMPETENCIES

- Demonstrable ability to get work done within a dynamic environment
- Confident using MS Office Productivity Tools (Word, Excel, Outlook, PowerPoint) particularly Excel
- Experience in a client-facing position
- 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
- Management and/or administrative lead 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
- Good organisation and process adherence ability - ability to manage large workloads and balance multiple priorities whilst ensuring all tasks are performed to a high standard
- Flexible attitude to role specifics – must be willing to adapt to needs of business, often at short notice
- Demonstrable ability to prioritise, multi-task and work within tight and changeable timeframes while still maintaining high level of accuracy
- Strong time management skills with excellent attention to detail
- Excellent written and verbal communication skills and aptitude for communicating with colleagues and peers.



ESSENTIAL APPROVED PERSONS EXAMINATIONS

- N/A

PROFESSIONAL EXAMINATIONS REQUIRED

- (Desirable) bachelor's degree in law, Risk Management or Finance
- (Desirable) Minimum Intermediate to Specialist 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:

- It is essential that the candidate is receptive to new ideas and perspectives as well as willing to learn and adapt to new technologies and processes.

WHEN ABSENT FROM THE OFFICE ROLE WILL BE COVERED BY:

The tasks in this role will be carried out by an assigned delegate within the team in the event of the absence of the post holder.

ABOUT MOUNT STREET

Our aim is to create value across the entire spectrum of credit management. This is achieved through unrivalled expertise and enduring partnerships.

As a critical partner to Financial Institutions, we offer a comprehensive range of solutions that extend beyond servicing to include advisory services and strategic management of outsourcing.

Powered by CreditHub, our bespoke technology platform, we provide end-to-end solutions that adapt to the unique challenges of each client. Our deep knowledge of multiple asset classes, in addition to our global reach, allows us to deliver expertise that maximise opportunities and minimise risk.

We pride ourselves on our entrepreneurial spirit, fostering innovation and flexibility in our approach.

From our award-winning history, to our expanded capabilities across diverse sectors, we've built a reputation for handling even the most complex problems in the industry.



WHAT WE DO

We deliver unmatched expertise and advice across the entire credit management lifecycle.

OUR VALUES

Integrity – We value honesty, courage, fairness and tenacity.

Value our People – Our strength is our People and Teamwork is at the heart of what we do and who we are.

Deliver – We walk the talk and deliver on our promises.

Empower – Our teams are empowered to share in the purpose of our business.

Customer First – Partnership – We work in partnership with our clients, developing a relationship built on trust.

Please note that to ensure compliance with DSGVO/GDPR all CV's received for prospective candidates who are not appointed are deleted and not saved.

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 Recruitment@mountstreet.com.**

