

Senior Compliance Administrator Job Description

Team: Risk & Compliance

Reporting to: Senior Manager

About Us

We are an independent and privately owned Family Office Services provider, based in Jersey and supporting clients all over the world. Since opening our doors in 2013 we've brought a fresh approach to our market, through our progressive, flexible, and service-focused offer. After a decade of growth, building a strong team, and earning a number of industry awards, we're now adding to our team, and are looking for people who would thrive in an environment where their voice, and their contribution will be invited, heard, and appreciated.

The Role

You will be part of the Risk & Compliance function, maintaining and enhancing a strong compliance framework and culture throughout the business to ensure adherence to regulatory requirements and protect Crestbridge Family Office Services ("CFOS") from both internal and external risk factors. You will work independently and proactively, playing a key part in maintaining and executing the Compliance Monitoring Programme ("CMP"), as well as providing general administration support to the team.

Key Result Areas

- Accurate and timely execution of administration tasks.
- Support in establishing and maintaining comprehensive written procedures.
- Develop a good understanding of applicable legal and regulatory requirements and appropriate CFOS Policies and Procedures.
- Promote awareness of regulatory principles and requirements on a day-to-day basis.
- Take responsibility for own personal development, in line with agreed performance objectives and development plans.
- Be a role model and ambassador for Crestbridge Family Office Services.

Key Responsibilities

The list below details the tasks that your role is likely to include. It is not exhaustive and may be amended from time to time:

Compliance and Risk Management

- Assist with the completion of the Compliance Monitoring Programme (CMP).
- Undertake quarterly monitoring of AMLSP checklists.
- Take responsibility for the accurate completion of monitoring tasks allocated to you.
- Liaise with the administration teams to discuss any issues identified.
- Proactively discuss any findings arising from the compliance monitoring with line management.
- Assist with the completion of any thematic testing or ad-hoc compliance reviews.
- Assist with monitoring industry developments and taking forward any action points arising.
- Monitoring the internal breaches and error registers to ensure accurate completion.
- Identify any trend analysis from the registers and discuss these with line management.

- Consider what improvements could be made to correct and prevent issues arising again.
- Discuss potential changes to Procedures with colleagues and the Procedure owner.
- Performing data analysis reviews to ensure accurate reporting.
- Coordinate the annual staff compliance declarations.
- Compile statistics for inclusion in the compliance reporting to the Risk Committee and Boards.

General

- Monitor, organise and prioritise workload.
- Manage the Compliance mailbox ensuring that requests are allocated and dealt with in a timely manner.
- General day to day administration within the Compliance team to include:
 - Maintenance of the JFSC Correspondence Log;
 - Tracking completion of mandatory training programmes;
 - Review of court list;
 - Checking screening for High Risk Payments;
 - Reviewing sanction notifications and provide updates to the business;
 - Review and suggest changes to the Country Risk ratings;
- Maintain the highest standard of confidentiality and security in terms of client affairs and records.
- Assist with presentation of guidance and training to colleagues.
- Willingness to contribute outside the scope of your role, to support your colleagues and the business including systems and business wide projects.

Requirements

Qualifications

- A good academic background.
- Studying towards, or a willingness to study towards, a relevant qualification e.g. ICA.

Knowledge and Experience

- A minimum of 4 years' experience in compliance, risk or trust administration
- Previous compliance monitoring experience would be an advantage
- Working knowledge of Microsoft Office, Plainsail and KYC360 desirable but not essential
- A good understanding of the local finance industry and regulatory requirements in which we operate.

Skills and Qualities

- Good communication skills with excellent written and verbal English.
- Flexible and collaborative with a desire to learn and develop.
- Highly accurate with good attention to detail.
- Excellent time management and organisation skills with and the ability to prioritise workloads.
- A proactive and flexible, team player.
- Drive, enthusiasm and commitment to delivering excellent service.
- Ability to work independently, take responsibility and be proactive.

Additional Information

We offer all our permanent team members a great benefits package that includes*:

- Competitive salary
- Non-contributory pension scheme
- Private healthcare (with no exclusions for pre-existing conditions)
- Life insurance
- Critical illness cover
- Annual leave entitlement starting at 25 days, with the option to buy or sell up to 5 extra days

- 3 additional wellbeing days a year
- Discretionary annual bonus
- Support for professional qualifications and ongoing development

**Eligibility for certain benefits will commence after completion of probation. Crestbridge reserves the right to vary or withdraw benefits at any time.*