

Compliance Executive

Office Location: London, United Kingdom (currently remote working due to Covid-19 restrictions)

Working Hours: Full Time, 37.5 hours

About the role

FSB operates in a highly regulated industry and due to its ongoing expansion into new markets and territories as well as those it already operates in, requires an additional member of staff to assist with the wide and diverse workloads involved in meeting the ongoing regulatory demands.

Reporting to the Compliance Officer, the role will involve dealing with all departments in the business as well as regulators, new and existing clients and suppliers.

Role Responsibilities:

- Assisting with due diligence processes.
- Compiling due diligence documentation.
- Assisting in the management of the company's compliance training program.
- Assisting the Compliance Officer in all areas of Compliance (including but not limited to; responsible gambling, anti-money laundering and marketing) for all markets, predominately the UK market, including reviewing any customer complaints, regulatory proceedings, promotional content etc.
- Assisting with the compliance processes and/or procedures to be implemented to ensure full compliance with local and overseas legislative requirements.
- Assisting with the day-to-day compliance of the company in all other matters.
- Ensuring that corporate processes are in alignment with external legislative requirements.
- Assisting with reporting requirements to local and overseas regulatory authorities, including those regulating responsible gambling, marketing, anti-money laundering procedures and data protection.

Essential Requirements:

- Educated to a degree level.
- Enthusiastic and willing to learn within a growth orientated organisation.

- Able to take direction and take full ownership of the responsibilities assigned, including taking initiative to learn new processes and seek to improve existing processes.
- Uphold a high standard of work ethic, always ensuring to complete all assigned tasks accurately and in a timely manner.
- Responsible and trustworthy individual who is able to handle sensitive and confidential data.

Desirable Requirements:

- Previous experience within a Compliance Department (not mandatory as training will be provided)

Please submit your CV and a covering letter via the FSB website:

<https://fsbtech.com/careers/>