**Junior Compliance Officer at Metropolitan**

**ROLE PURPOSE**

Assist in implementation of the compliance strategy aligned to the compliance monitoring plan to enable the business within a legal framework.

**REQUIREMENTS**

•Degree in Law

•2- 5 years compliance related experience

•FSCA approved Compliance Officer or under supervision

•Exposure to interpretation of legislation for insurance and financial services environment

•Relationship management, presentation and reporting writing skills

**RESPONSIBILITIES AND WORK OUTPUTS**

•Execute compliance activities based on the Compliance Monitoring Plan in order to provide assurance on the level of regulatory compliance

•Monitor new regulatory mandates, rules and requirements, ensure that compliance policies are kept up to date and that revisions are disseminated in a timely manner

•Design and implement compliance training and educational programmes; actively participate in management training, including new starter induction programmes

•Provide advice on compliance with applicable laws and regulations to the business to ensure ongoing adherence and compliance.

•Assess the possible impact of any regulatory development on the operations of the business and work with the business with regard to compliance

•Conduct compliance monitoring reviews and audits based on audit schedule and ad hoc requirements as required by the Internal Auditor or business leader

•Review and monitor completed audits and follow up on any recommendations made

•Execute the regulatory compliance breach management and follow-up process in order to address the identification, analysis and resolution processes to be followed as well as the escalation procedures

•Provide professional advice and guidance to business regarding compliance matters.

•Contribute to the initiation of critical statutory projects relevant to the business and monitor the appropriate implementation thereof by the business.

•Create awareness within business regarding new compliance requirement or provide guidance on potential impact of compliance requirements

•Support the business stakeholders identify compliance risks or weaknesses for which the business should consider additional mitigating action, or processes and/or procedures.

•Initiate, contribute and prepare the necessary documentation for the submission of business enabling statutory applications to applicable regulatory and industry or supervisory bodies

•Build relationships with internal and external stakeholders as well as the wider compliance community within the MMI Group.

•Provide input from a compliance perspective and act as trusted advisor in business projects and initiatives.

•Deliver compliance reports that highlight compliance activities and instances of non-compliance, both internal and external within agreed time frames.

•Initiate and contribute to the review of all critical business policies from a regulatory compliance perspective and make recommendations for improvement.

**COMPETENCIES REQUIRED**

•Business Acumen

•Customer Commitment

•Drive for results

•Collaboration

•Impact and influence

**CONTACT DETAILS**

Please apply by emailing your CV to Christopher Seale

[cseale@metropolitan.co.za](mailto:cseale@metropolitan.co.za)

Or if you need more information please phone (021) 940 6665