

Job description

Details of the role	
Department	Compliance
Job title	Compliance Officer - Monitoring Team
Temporary/Permanent	Permanent
Breakdown of the work involved	
Day to day duties	<ul style="list-style-type: none"> ▪ Participate in the Compliance Monitoring programme. ▪ Conduct regular departmental and thematic compliance monitoring reviews across business areas to ensure that processes are being undertaken in accordance with the relevant regulations and company procedures. ▪ Assist in the reporting of findings arising from the completion of the compliance monitoring programme to relevant stakeholders in a timely manner. ▪ Preparation of committee packs and minute taking as required. ▪ Build and maintain strong relationships with all colleagues, regulators and other stakeholders. ▪ Support the Compliance Team in the handling of day-to-day compliance queries.
Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> ▪ Proficient in Microsoft Word, Excel and PowerPoint.
Experience required	<ul style="list-style-type: none"> ▪ Candidate expected to have at least three years working experience in financial services.
Qualifications required	
Specific industry qualifications	<ul style="list-style-type: none"> ▪ Completed or willing to complete the Professional Diploma in Compliance - LCOI, (Licentiate of the Association of Compliance Officers in Ireland).
Third level	<ul style="list-style-type: none"> ▪ Third level qualification in a business/legal related area is required.
Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> ▪ A strong team player with demonstrated initiative ▪ Excellent interpersonal skills with the ability to influence and challenge people ▪ Highly professional with a good understanding of stockbroking /financial services ▪ The ability to communicate confidently at all levels in the firm ▪ Ability to work under pressure and prioritise workload.

Timeframe	
How to apply	<p>Please send your Cover Letter, CV and most recent PR to careers@goodbody.ie.</p> <p>Please include responses to the following:</p> <ul style="list-style-type: none">▪ What is your expected salary?▪ What is your current notice period?▪ Are you eligible to work in Ireland?▪ Have you been employed by AIB or any Group Company within the last 2 years▪ If the answer is Yes, please confirm your date of leaving AIB Group or any Group Company? <p>Closing date for all applications is Wednesday, 12th January at 12pm.</p>

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Goodbody is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce.

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