

Compliance Assistant

This position is suitable for a candidate with meticulous attention to detail who is willing to work on their own initiative and has a very strong sense of ownership and responsibility.

The Role

Reporting to the Head of Risk and Compliance and working alongside the Senior Leadership team, including the Board of Directors, you will help to execute the Compliance plan for the business. The role will provide excellent exposure to Irish regulations and the wider Irish Life Group and is based in Dublin.

Main responsibilities include:

- Responsible for executing the compliance monitoring and testing plan as directed by the Head of Risk and Compliance
- Ensuring the following processes are followed correctly and in good time; investment switches, monthly drawdowns, leaver events, MiFID II client suitability, client asset payments.
- Ensuring client instructions are executed in a timely manner and escalating to the Head of Compliance if required.
- Responsible for assisting the Anti money Laundering Reporting Officer in AML obligations.
- Gathering and compiling data for monthly, quarterly and CBI annual returns including Client Asset report, ICAAP, Annual Conduct of Business, Investment Product, IFREP and K Factor calculations.
- Compiling files for logging and reporting breaches to the CBI, uploading through the online portal ready for approval and sign off.
- Ensuring that all CBI correspondence is recorded.
- Assisting auditors during Client Asset Audits
- Gathering and reviewing staff compliance with the Central Bank of Ireland's Minimum Competency Regime and Fitness & Probity Regime
- Ensuring compliance with Client Asset Regulations and escalating issues without delay.
- Support with external and internal audits
- Responsible for staying current on relevant regulatory rules and changes within the industry.
- Manages and performs special projects as assigned.

Key Skills:

- Recognised compliance qualification would be preferred.

- Minimum 2-3 years' experience in a compliance role is ideal. • Knowledge of financial products.
- Attention to detail is essential.
- Excellent presentation, reporting and training skills.
- A confident, versatile team player with an ability to work on their own initiative.
- Excellent communication (verbal and written), interpersonal, problem solving and organisation skills with a highly agile approach to work.
- Ability to effectively prioritise workloads and work to critical deadlines. .

If you are interested in a career in risk & compliance management please forward your CV, in strict confidence to Niall Murphy - nmurphy@eirko.ie