

## Compliance Associate FTC Job Specification



Would you like the opportunity to work within a growing, dynamic, wealth management firm? We are seeking a qualified candidate on a 12-month fixed term contract to join our niche wealth management firm as a Compliance Associate to provide cover for maternity leave.

Reporting to the Compliance Officer, the responsibilities of the successful candidate will include assisting the Compliance Officer in preparing and implementing a Compliance Monitoring Plan, maintaining the Compliance Manual, compliance policies and procedures and compliance registers, and preparing compliance reports for various committees, ensuring that the appropriate management information is presented. Due to the size of the team and the business, this role is varied and has a wide remit across all compliance areas with a mix of compliance administration and monitoring.

The ideal candidate will be degree educated with some legal knowledge and have at least 3 years of financial services compliance experience. They will have the ability to interact with staff, at all levels, in a fast-paced environment while also being flexible, proactive and resourceful. A high level of professionalism and confidentiality is crucial to this role. Excellent written and verbal communication skills and attention to detail are equally important.

### About MASECO Private Wealth

MASECO Private Wealth offers a holistic wealth management approach in developing and implementing tax efficient global wealth and asset management strategies for US persons who are non-domiciled in the UK. With more than a decade of experience in providing cross-border US Wealth Management services, MASECO employs leading global investment strategies and solutions that are both tax efficient and compliant.

### Our Values

MASECO Private Wealth was founded in 2008 in the wake of the non-domicile tax rules being introduced in the UK. The Partners had previously developed the US/UK private client desk within a large Private Bank in London. They realised that as a result of these legislative changes, a different approach would be required to service the needs of US citizens living in the UK. The alternative structure needed to remain not only tax-efficient and cost effective for American individuals living in the UK but would also need to be built upon global best practices. Just over 13 years later, MASECO oversees just under \$3 billion in assets for over 800 families.

MASECO is proud to be the UK's first financial services B Corporation member. B Corp is an alternative vision of the role of business in society. It is an assertion that businesses can benefit shareholders whilst also solving social and environmental problems. We want to influence the way investing and charitable giving are viewed in both the financial and wider communities, and to promote the standards of accountability that being a B Corp member represents. [www.bcorporation.net](http://www.bcorporation.net)

Authenticity



Teamwork



Pursuit of Excellence



Empathy



Mastery



**What we do**

MASECO develops and implements global, tax-efficient wealth strategies for families, trusts and foundations based in the UK, USA and internationally. Our aim is to deliver expert advice, designed to simplify and tackle the complexities associated with cross-border wealth management. We deliver comprehensive wealth management and investment advice to clients based on trust and open communication. Our mission is to guide families with cross-border economic interests to a meaningful financial future. MASECO's Wealth Management equation provides a framework for the delivery of a systematic wealth management offering.

**Specific duties and responsibilities include:**

- Assist the Compliance Officer in preparing and implementing a Compliance Monitoring Plan
- Maintain the Compliance Manual, policies and procedures and compliance registers, including the registers for Financial Promotions, UCIS promotion; HTAR clients (and review dates), clients categorised as Elective Professional Clients
- Maintain the Compliance Task Workflow
- Review non-complex marketing documentation and other collateral
- Review requests for client reclassification as Elective Professional Clients
- Review and approve where appropriate requests for providing retail clients with information on UCIS
- Assist in the preparation of compliance reports for various committees ensuring appropriate MI is presented
- Support the Compliance Officer in AML testing and assist in the production of the Annual MLRO Report
- Review requests relating to clients identified as HTAR clients and assess whether the client can be accepted
- Keep up-to-date with regulatory developments and assess impact on the business
- Support the investigation of complaints in accordance with DISP and maintain the complaints register
- Assist the Compliance Officer with regulatory returns, both to the FCA and to the SEC

**Skills and specifications for the role:**

- Minimum of 3-yrs of financial services compliance experience
- Good working knowledge of the UK regulatory framework, in particular COBS and SYSC
- Helpful to have some knowledge of the US regulatory framework but not essential
- Helpful to have experience using a client relationship system (such as TFS)
- Preferable to have a professional compliance qualification
- Preferable to have education to degree standard with legal knowledge a plus
- Excellent attention to detail

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- Ability to work in a team environment
- Strong analytical skills
- Strong report writing skills
- Ability to communicate clearly at all levels both internally and externally
- Ability to work under pressure and to tight timescales

**Education and qualification requirements:**

- Educated to A Level standard

**Application Process**

There is no closing date for applications. Please submit your CV with a covering letter to: [helen.fowler@masecopw.com](mailto:helen.fowler@masecopw.com).

**Data Protection Notice**

MASECO LLP is dedicated to protecting the confidentiality and privacy of personal data entrusted to us. We comply with all relevant data protection laws, including the EU General Data Protection Regulation (GDPR). Please read the notice below in conjunction with the firm's Data Protection Policy which can be found on our website.

**Legitimate Interest**

In providing us with your CV you agree that we will use the personal data within that document for the purposes of assessing your suitability as a candidate for the specified role and, accordingly, we have a legitimate interest in such data. The personal data we use includes:

- Your name and personal details (including contact information, such as your primary and other residential address; your email address; your personal mobile telephone number or landline; your unique tax identifier (such as your National Insurance number); your driving licence and/or passport details;
- Your date of birth and/or age;
- Financial details, such as your current salary;
- Education and employment details.

**Consent**

By providing us with:

- your personal data, you consent to our using that personal data to perform checks with credit reference or fraud prevention agencies which may include obtaining information on you from other sources, such as the electoral roll, court records of debt judgments and bankruptcies and other publicly available sources as well as information obtained through social and other media, such as LinkedIn; and

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- any sensitive personal data (such as your racial or ethnic origin or data concerning your physical or mental health or gender orientation), you are agreeing to our processing of that data for the purposes of assessing your suitability as a candidate for the specified role.

### Retention

If you are not successful as a candidate for the particular role for which you apply, we will typically retain your personal data and other information you have provided to us or we have obtained about you in the course of the job application process for a period of up to 12 months from the date on which the job vacancy has been filled. If you would prefer that we remove your information from our records prior to this date, please contact us, however, we will continue to hold any information which we are required to retain under applicable laws and regulations. Should we wish to hold information about you, including personal data, for a longer period of time, we will seek your consent.

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