

Position of: Compliance Officer

The Society is seeking applications from suitably qualified and experienced persons for appointment to the above part time position.

Job Description

Overview:

To oversee all matters related to compliance with building society legislation and regulatory issues and to provide support and advice to the Chief Executive and Board of Directors in order to ensure the Society meets its regulatory obligations and operates within its internal risk and control framework.

Key Responsibilities:

- To develop and maintain a risk based compliance monitoring plan in order to ensure a comprehensive Compliance service to the Society.
- To keep the Board and Management advised of current and pending relevant regulatory requirements
- To ensure that Management is aware of its responsibilities and obligations in conducting business in conformity with such rules and regulations so as to maintain the Society's reputation.
- To report immediately to the Board and Chief Executive all material and significant breaches or potential breaches of regulations.
- To develop and maintain a programme of training relevant to the Society. This may simply be by way of monitoring and bring to the attention of the Board and Management, forthcoming FSA / BSA seminars of relevance.
- To maintain a good working relationship with the regulator.
- To prepare and submit relevant reports to the Board and Chief Executive and, where requested, to the FSA. These would include reports involving suspicious transactions.
- To liaise with the Internal and External Auditors in relation to Compliance matters and ensure timely implementation of all audit recommendations related to Compliance.
- To review, advise and assist in investigations of any complaints

Qualifications and Experience:

Candidates for this post should have gained relevant previous experience within a regulated financial services institution.

The post may be subject to the 'Controlled functions and Approved Persons' regime, thereby necessitating the prior approval of the Financial Services Authority, of potential candidates for this post.

Other Information:

The holder of the post will report directly to the Chief Executive and will submit a written report to the Audit Committee on a quarterly basis.

The post will be on a 'part-time' basis and flexible hours working from home can be considered. The time commitment is expected to be in the region of 40 hours per month.

For further information please contact:

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