



JOB DESCRIPTION

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| Job Title: | Compliance Officer |
| Location: | London |
| Department: | Family Division |
| Report to: | Deputy Managing Director (Family department) |
| Contract duration: | Part time and 12 months fixed term |

Background

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. We have complemented these activities by investing in key manufacturing businesses, this includes Cepac, one of the UK's leading independent packaging companies. With a global network of suppliers we provide services for all aspects of international trading, including marketing, logistics, finance and after sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers' success. For suppliers, we offer a secure and valuable channel into alternative markets and place goods advantageously with competitive pricing.

Purpose of the role

Longulf Trading (UK) are looking to recruit a part time Compliance Officer to join our team based in London HQ office three days a week. Reporting to the Deputy Managing Director (Family Division), you will assist with compliance monitoring in various business areas and provide compliance and advice to the Tax and Business Services business units. The individual will help identify and mitigate regulatory risks across the business, while promoting a proactive compliance culture. The successful candidate will have experience of working within a Compliance function and have working knowledge and understanding of Data Protection. This is the perfect role for someone with a background in compliance to really make the position their own and grow with the business as they continue to expand.

Key deliverables (Essential duties and responsibilities)

- Completion of bank and personal accounts, KYC and AML, tax returns for trusts, and estates - Producing accurate and clear working papers, organisation of source data and accurate input onto systems.
- Annual compliance checks-Ensuring departmental procedures are compiled with all tax payments made promptly and correctly and ensuring all review forms properly completed.
- Interpret and disseminate information about regulatory changes and adapt procedures, documents and compliance tools to accommodate these rule changes.
- Aware of latest system and tools for compliance/KYC/AML.
- Define strategy and develop policy to ensure robust arrangements for compliance with the Financial Services (Jersey) Law 1998, Orders (issued under the Law) and the codes.
- Ensure that the internal compliance policy and procedures manual is maintained.
- Client Administration – Ensuring files are up to date and assist with budgeting and billing process.
- Responsibility for billing management of clients.
- Assisting senior managers as required with planning and advisory work.
- Suggesting appropriate planning strategies for clients and ensuring that the firm's position is considered.



- Draft the necessary policies and procedures to reflect new requirements or to update existing policies.
- To be able to provide consultancy and VAT advisory services at the highest standard.

To succeed in this role you will have a strong technical regulations (Conduct) background and will be comfortable working in a complex and dynamic environment. You will be dealing with lots of different people, systems, processes and information so you'll have to be versatile, flexible and highly organised. Personable and engaging your goal will be to build relationships with senior management and it's essential you have the communication skills that enable you to articulate your position clearly and persuasively.

Please note: The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

Core competencies of required for to perform effective in this role

- **Job knowledge:** Demonstrates a thorough understanding of the responsibilities specific to the job, as well as the ongoing capacity to stay abreast of changes in job functions.
- **Interpersonal/Communications skills:** Demonstrates the ability to work cooperatively and effectively with other employees. Maintain good work relationships both internally and externally and has the ability to work productively as a team.
- **Problem solving skills:** Demonstrates the ability to use creativity, reasoning, past experience, information and available resources to resolve issues.
- **Compliance:** Promotes and encourages a culture of compliance and ethics throughout Longulf Trading (UK).
- **Situation Judgment:** Demonstrates the ability to make good decisions about what should be done given a specific situation. Thinks carefully before taking action and behaves appropriately for the circumstances.
- **Leadership:** Takes responsibility for actions, decisions, and outcomes. Can confidently take the lead role on a team, if and when necessary.

Person Specifications

- A minimum of three to five years as a Compliance Officer (essential)
- CTA or STEP qualified (desirable)
- A solid understanding of UK conduct regulation (ICOBs, FCA handbook etc.)
- In depth knowledge of and experience in Family office is essential and knowledge of the UK market would be an added bonus
- The ability to combine "soft" influencing, persuasion and consultancy skills with an ability to encourage business leaders to positively respond to questions, requests and challenges



- Excellent written and verbal communication skills, capable of working with people at all levels within and external to the business.
- The ability to build respect with managers by understanding the detail of the business
- Ease with complex and technical regulations.
- A key eye for detail.
- and perhaps most importantly - sound judgement - and the ability to solve problems and identify commercially viable solutions.

Closing date

5PM UK time on Thursday 31 January 2019. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.

Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role. Due to the urgency to fill this role, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy/>