

## **Junior Regulatory Compliance Officer**

### Key Responsibilities:

- Assist in developing, implementing, and maintaining compliance policies, procedures, and controls to ensure adherence to regulatory requirements.
- Support the team's efforts to ensure that business activities are conducted in conformity with all applicable laws, regulations, internal policies, and procedures.
- Assist with the group's adherence to corporate governance regulations and requirements.
- Participate in compliance testing, monitoring, and reporting activities, and provide support for remediation efforts as needed.
- Conduct research on regulatory requirements and best practices, and communicate relevant updates to the compliance team.
- Identify compliance areas of focus and work with cross-functional teams to implement solutions to mitigate them.
- Assist with the preparation of reports and presentations for senior management and external stakeholders, including regulators.
- Maintain accurate records of compliance activities and documentation for audit and regulatory purposes.
- Stay up-to-date with changes in regulatory requirements and industry trends, and support the continuous improvement of the compliance program.
- Collaborate and support other compliance related activities in the firm, e.g., ESG.

### Requirements:

- First degree in Law
- Understanding of company laws and regulations, environmental laws, labour laws
- Prior legal experience required, experience in ESG would be an advantage
- At least 3 years previous work experience in similar role/function i.e., legal, regulatory compliance, etc.
- Good presentation skills
- A self-starter and a good problem solver
- Great spoken and written (with an emphasis on legal writing) communication skills
- Good interpersonal and team working skills
- Ability to work collaboratively with cross-functional teams.
- Highly organized, with the ability to prioritize tasks and manage multiple deadlines.
- Proficiency in Microsoft Office tools, particularly Excel and PowerPoint.