

## Job Description

<b>Job Title:</b>	Trainee Compliance Administrator
<b>Reports To:</b>	Associate Director
<b>Team:</b>	Compliance
<b>Location:</b>	Jersey

### Company

**Langham Hall provides premium quality accounting, fund administration and investor reporting services to Real Estate and Private Equity Fund clients.**

Langham Hall invests in people and in developing them professionally. We are extremely proud of our leadership-focused culture which fosters a dedicated, approachable and collaborative way of working. We offer the opportunity to progress your career and study professional qualifications; through intensive training and where applicable, full exam tuition and study support.

Langham Hall is a fast-growing company and as such staff experience a variety of responsibilities and inclusion in exciting initiatives beyond their day-to-day role. Employees are supported and encouraged to deliver a first-class service and opportunities are identified at an early stage for employees to engage with our clients which enables them feel involved and challenged in their work.

We are proud of our positive working culture which is reinforced through our employees and our extremely low staff turnover and we seek out people that believe in our values.

### Job Role

#### **Overview**

This is a great opportunity for a driven and talented individual to make a real difference as part of a dedicated and professional team. The Trainee Compliance Administrator will work on a broad range of compliance and risk management duties, providing support to the Compliance function, wider business and clients to ensure that LHF MJ regulatory obligations and risk management objectives are fulfilled.

There will be a number of interesting and varied ad hoc projects which will give the individual exposure to a wide variety of high quality clients.

This is a position best suited to an enthusiastic individual who is eager to progress a career in compliance and works well in a team with a willingness to commit to professional qualifications when required.

#### **Duties**

##### **Compliance:**

- Assist with the completion of Compliance Monitoring (to include AML and CFT) for client entities.
- Assist with updating the Compliance Monitoring Findings and Action Points Tracker.
- Assist with the completion of monthly Transaction Monitoring.
- Assist with the completion of the Periodic Reviews for client entities.

## Job Description

- Assist with handling regulatory and internal breaches.
- Assist with the handling of complaints.
- Maintain various LHF(M) registers.
- Coordinate the annual Staff Compliance Declaration.
- Update the Record of Qualification and Relevant Experience registers for each LHF(M) Employee on an annual basis.
- Monitoring and co-ordinating the completion of the internal policy and procedures manual declaration for all new joiners.

### **AML/CFT**

- Assist with the maintenance and monitoring of the overnight screening programme.
- Assist with the collation and review of identification and verification documentation for investors and clients.
- Complete WorldChecks and screening as necessary.

### **General**

- Coordinate meetings of the Business Risk Committee.
- General day to day administration within the compliance function
- Provide support to members of the compliance function and senior management as necessary.
- Ensure all work is conducted in accordance with internal procedures
- Maintain the highest standards of confidentiality and security in terms of client affairs and records
- In addition to the duties listed above, the Trainee Compliance Administrator may be requested to perform any other ad hoc duties or projects as requested by management.

### **Person Specification**

#### **Qualifications**

- Educated to at least 'A' level standard or equivalent and a willingness to study towards a relevant professional qualification.

#### **Skills and Experience**

- The candidate must have excellent communication skills, high attention to detail and accuracy, with the ability to work within a team, and also the ability to use initiative and work independently.
- Strong organisational and time management skills are essential.
- Training on internal systems, controls, procedures and KYC will be given, however, it is essential that the job holder has proven computer literacy skills.

#### **Technical Knowledge**

- The candidate will receive the training and coaching required; it is not expected that the candidate hold any material prior experience in compliance.
- The candidate will be expected to become proficient with the legislative and regulatory requirements relevant to fund and trust company businesses, including anti-money laundering and countering terrorist financing requirements.
- The candidate will be expected to write business correspondence and deal with routine emails, enquiries and telephone calls.
- The candidate will develop the ability to effectively present information and respond to questions from other team members and clients.