

## Compliance Officer

The Nicholas Associates Group is a market leading partner of choice for talent management solutions. Our Group of companies are all specialists in their fields, supporting talent from Apprentice to Boardroom.

To align with our strategic plan for growth, we have a great opportunity for a Compliance Officer to be based from our Rotherham Head Office.

### About the role

As Compliance Officer you will be responsible for supporting the Compliance Manager in ensuring the business remains fully compliant and adheres to current legislation. This role will contribute to providing a very high standard of support to the business. This role works in partnership with the operations to exceed satisfaction levels of candidates, clients and stakeholders through the provision of a high quality, ethical and compliant service.

Main responsibilities include:

- Having an understanding of the core business, support services function and the company values.
- Working in partnership with key internal stakeholders to ensure that the business adheres to internal procedures, statutory requirements and legislation.
- Defending the business and managing risk through legal compliance, best practice and due diligence.
- Continuous development and enhancement of Quality & Compliance across the Business.
- Conducting annual internal audits and ad hoc spot checks across the business operations, highlighting any compliance related issues to the Compliance Manager.

### The successful candidate

Every colleague in our business is expected to live and breathe our four key values; having honesty & trust, treating everyone with respect, striving for excellence and being ethically minded.

In addition to this, you will:

- Manage time effectively, prioritising own workload, and achieving agreed standards.
- Provide excellent customer service both internally and externally.
- Strive for excellence by challenging the status quo and looking for opportunities for continuous improvement.
- Demonstrate high levels of accuracy and attention to detail.
- Portray drive and determination to colleagues and clients.
- Be required to travel to support our offices and client sites across the UK.



## Benefits

In order to enable people to be their best and to support a great place to work, we will reward your hard work and achievements as your career with us grows:

- Competitive annual salary.
- 31 days leave per year, with annual increases up to 39 days, plus a holiday purchase scheme.
- Your birthday off work, to celebrate, because you deserve it!
- A competitive pension scheme, retail discounts and wellbeing support.
- A clear path of development from induction through to career progression opportunities.
- Annual conference with awards ceremony, social events and CSR activities.

## Contact

To find out more or to apply please send your CV to Danielle Hague, Internal Recruiter, at [Danielle.hague@nicholasassociatesgroup.co.uk](mailto:Danielle.hague@nicholasassociatesgroup.co.uk)