

Job Title: Compliance Trainee

Reports to: Compliance Manager

Department: Compliance

Location: Woking GU21 6DJ

Hours: Full-time, office based.

Job Summary:

Step One Finance Limited is a rapidly growing specialist lender located in Woking, Surrey.

We are seeking a motivated and detail-oriented individual to join our team as a Compliance Trainee. As a compliance trainee, you will assist in ensuring the company's adherence to relevant laws, regulations, and internal policies. You will receive comprehensive training and gain valuable experience in the compliance field. This is an entry-level position with opportunities for career growth and advancement within the compliance department.

Step One Finance is proud to be an equal-opportunity employer, and we take affirmative action to create a more inclusive and equitable world of work.

Main Responsibilities:

- Assist in conducting compliance assessments and audits.
- Assist in reviewing and analysing company policies and procedures to ensure compliance with applicable laws and regulations.
- Assist in the development and implementation of compliance training programs.
- Monitor industry trends and changes in regulations to ensure the company is up to date with compliance requirements.
- Support the compliance team in investigating and resolving compliance issues or breaches.
- Collaborate with cross-functional teams to promote a culture of compliance.
- Maintain accurate and up-to-date documentation of compliance activities and findings.
- Attend relevant training sessions and conferences to enhance knowledge and understanding of compliance requirements.
- Other duties as assigned by the Compliance Manager from time to time.

Desirable Skills / Qualifications:

- Educated to a high standard or with relevant work experience.
- Required attention to detail.
- Strong written and verbal communication skills.
- Ability to handle confidential information.
- Reasonably good organizational and time management skills.
- Ability to work independently as well as with the team.
- Strong problem-solving capabilities.

- Proficiency in utilising Microsoft Suite (specifically Excel).

Personal Attributes:

- Contributes to the whole business by acknowledging that the company is small and growing where all staff have to undertake various tasks.
- Strong team player.
- Strong attention to detail.
- 'Can do' attitude, flexible and solutions orientated.
- Committed, conscientious, hard-working and focused on delivering results.
- Confident and clear communication.
- Open, honest, reliable and with integrity.

Why should you apply?

- Join a fantastic company with great values and work ethic.
- Build up knowledge and skill set in the field.
- The opportunity to develop a career in the business.
- Study support scheme.
- Company pension.
- Bonus Scheme.
- Cycle to work scheme.
- Private medical insurance.
- Referral programme.
- Casual dress.
- Complimentary tea/coffee and fruits.
- The office is located in the town centre.

Application Process:

Two-stage interview process:

- Initial telephone call (10-15 minutes).
- Face-to-face interview (including competency test).