

## Compliance Trainee

Gem Compliance is a leading compliance and regulatory consultancy. It provides outsourced compliance solutions for small to medium sized financial services firms throughout the UK.

We are looking for a trainee to provide technical and administrative support to assist the business and its personnel in client-related and strategic activity.

This is a varied role in a growing business, for the right person with drive and ambition to gain useful work experience in a professional consultancy firm and an introduction to the practical application of financial services compliance. This is a trainee role initially but with the opportunity to progress to an associate role for the right candidate.

We're looking for help with:

- Individual and firms' FCA applications including carrying out due diligence on applicants;
- Data migration and design of online training material, including animation and graphic design;
- Ongoing updating, streamlining and automating our processes;
- Production of new client or fund investor documentation;
- Monthly client newsletter production and issue;
- Design and maintenance of websites and social media communications on behalf of the business; and
- General office administration

We think you would have a number of the following:

- a degree and/or a professional qualification in either finance, compliance or business with an interest in a subsequent career in compliance;
- be looking to gain exposure to varied and interesting work experience in the financial services industry;
- be able to follow instructions/design briefs but do so with creative or analytical flair;
- have a flexible and proactive nature;
- work well in a small team and independently;
- be a good communicator;
- be familiar with using Macs;
- have an intermediate or advanced knowledge of Microsoft office, or equivalent, packages; and
- currently, or have previously worked with Moodle or another MOOC platform, Mailchimp or equivalent, InDesign/Photoshop/GIMP/Squarespace or equivalent

The role:

- is immediately available (subject to interviews), can be either part time or full time and flexible hours may be available where required to suit both parties;
- includes an induction process;
- is based in our Head Office in the centre of Edinburgh; and
- has a generous benefits package including pension, salary dependent upon experience but likely to be in the range of £20k to £25k (pro rata if part time).

Please email Gillian Gallacher with your CV and cover letter, [gillian@gemcompliance.com](mailto:gillian@gemcompliance.com).