

Marketing Compliance Analyst

We are looking for a Marketing Compliance Analyst to join our Compliance team, based either at our London or Guildford office.

The successful candidate will support the Marketing and Distribution teams in the review and approval of financial promotions and documents, providing marketing compliance support and guidance.

If you are interested in the role, please send your CV together with details of your Right to Work in the UK to:

Recruitment@premierfunds.co.uk



Job Description

Key responsibilities

Responsibility	Associated Tasks / Deliverables
Financial Promotion approval	<ul style="list-style-type: none"> Review and approve retail and investment professional fund marketing materials, including RFPs, presentations, factsheets, brochures, web content, video and email marketing content in adherence with the UK and EU rules and finalised guidance Provide timely and constructive feedback to Marketing following review of marketing material ensuring that required amendments are made. Maintain up-to-date knowledge of the regulatory requirements applicable to the review and approval of marketing material. Assist with the Compliance Monitoring programme in relation to business approved marketing material and website content. Assist in the provision of accurate and timely management information where required.
Compliance Advice	<ul style="list-style-type: none"> Provide timely and accurate compliance advice to the Marketing and Distribution teams. Support the facilitation of the Company's training programme. Assist in the design, implementation and periodic review of the Company's Compliance-related policies and procedures.
Individual Conduct	<ul style="list-style-type: none"> Act with integrity. Act with due care, skill and diligence. Be open and co-operative with the FCA. Pay due regard to the interests of customers and treat them fairly. Observe proper standards of market conduct. Act to deliver good outcomes to retail customers.
Other	<ul style="list-style-type: none"> Any other responsibilities as required from time to time.

Education, experience, skills & abilities

Education / Professional Qualification	<ul style="list-style-type: none"> Educated to degree level or equivalent. Professional qualification, as appropriate.
Experience / Knowledge	<ul style="list-style-type: none"> Proven experience in a Marketing Compliance role within an Asset Management firm.

	<ul style="list-style-type: none"> • A strong knowledge of investment products and the FCA financial promotions rules, with an ability to apply this knowledge effectively to marketing materials. • Knowledge of European regulatory regimes an advantage.
Competencies / Skills	<ul style="list-style-type: none"> • High degree of IT literacy & MS Office applications. • Very strong mathematical, analytical and numeracy skills • Ability to communicate clearly and effectively – both written and verbally. • Strong interpersonal and influencing skills. • Ability to plan own workload effectively as well as strong organisational and planning skills. • Detail oriented with a structured approach to tasks. • Advanced Microsoft Excel capabilities.
Characteristics	<ul style="list-style-type: none"> • Ability to work under pressure and adhere to timescales. • Ability to work in a team but with a high level of work autonomy. • A diplomatic & respectful manner when dealing with colleagues, senior management and third parties; listens carefully and deploys sensitive presentation and influencing skills to establish credibility. • Maintains absolute integrity and confidentiality; is trustworthy, honest, credible and reliable. • Consistently adopts a professional manner.