



UK REAL ESTATE

YOUR PARTNER, DELIVERING REMARKABLE REAL ESTATE PERFORMANCE



APAM

COMPLIANCE OFFICER

COMPANY: APAM Ltd

LOCATION: London

REPORTS TO: Compliance Manager

TYPE OF VACANCY: Permanent

TIME/PART TIME: Full Time

BUILD A CAREER WITH APAM – CONNECT, GROW AND CREATE VALUE

ABOUT US

APAM delivers tailored solutions that drive remarkable real estate outcomes for our partners. Our fully integrated team of 55, based in London and Manchester, provide services for every stage of the real estate cycle, across a diverse range of sectors.

Over the last decade, we have delivered successful real estate solutions for £4B worth of real estate across the UK, working with global institutional and private investors, private equity groups, local authorities and stakeholders, as well as lending banks, special servicers and other debt providers.

ABOUT YOU

You're energetic and collaborative, someone who does not accept things as they are 'supposed to be', or 'have been' done. APAM is an original. We are market leaders and not followers. Together, we'll create innovative solutions aligned with our clients' objectives and needs.

WHY APAM?

- Dynamic, challenging and interesting work
- Personal development and training opportunities
- Friendly, professional, and collaborative work environment
- Part of the Catella Group – network extends across Europe and Hong Kong
- WorkWell programme (wellbeing, charitable and engagement initiatives)
- Reward and Recognition Programme
- Fosters diversity and inclusion
- ESG framework and Responsible Investment process

ABOUT THE ROLE

APAM are seeking a compliance generalist to join their growing risk and compliance team. The role is an exciting opportunity to join a fast paced and dynamic business with plenty of opportunities for professional development. You will have an opportunity to get experience across a broad spectrum of business areas and will be expected to take an active and inquisitive approach to problem solving in a commercial and practical way. As we continue to grow you should have a good understanding of general corporate compliance, including AML, Data Protection, Conflicts and Anti-Bribery but should also show a willingness and ability to learn and respond to new challenges.

KEY RESPONSIBILITIES:

- Client onboarding including KYC, conflict checking and refreshing checks as often as is necessary
- Assist in reviewing, filing and recording various business agreements
- Coordinating the creation, review and implementation of policies and procedures resulting from incidents, changes to law or updates to internal practices including the management and review of APAM's Compliance Manual
- Management of various internal registers and logs, ensuring they are kept up to date and are being communicated to the business where appropriate
- Working with the Compliance Manager and Director of Operations to roll out internal departmental audits and assist in the preparation and monitoring of audit feedback
- Support the Compliance Manager and Director of Operations at APAM's Risk Committee and Operations Committees where appropriate including reviewing and assessing potential business incidents and assisting in creating reports and implementation of risk management processes
- Assist the Compliance Manager in preparing and updating internal compliance reports to be provided to the APAM board
- Assist Compliance Manager with their ongoing review of the compliance training programme, including ensuring the Compliance Training programme is kept up to date and refreshed at least annually and assisting the Operations Manager and Compliance Manager in organising, setting up and delivering the annual training.
- Assist the Compliance Manager and Director of Operations in various committees and other meetings by actively representing the Operations team, preparing meeting agendas, meeting packs and writing detailed minutes
- Provide *ad hoc* support to business teams across a variety of functions such as assisting in the completion of regulatory disclosures, filling in detailed forms, reviewing agreements and assisting with pitches and presentations.

SPECIAL REQUIREMENTS (e.g. travel, unsocial hours)

- Normal Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in the Company's London office –please note we currently have special arrangements in place for working safely during the coronavirus outbreak.
- Must be flexible and able to work extended hours as likely necessary on occasion.
- May be required to travel both within the United Kingdom and abroad

SKILLS AND EXPERIENCE

Technical:

- Proficient in Microsoft programs Excel/Word/PowerPoint
- Desirable but not essential proficiency in Microsoft SharePoint and Power BI
- Good general IT literacy, understanding of Windows 10 and other Windows operating systems and an understanding of basic cybersecurity

Experience:

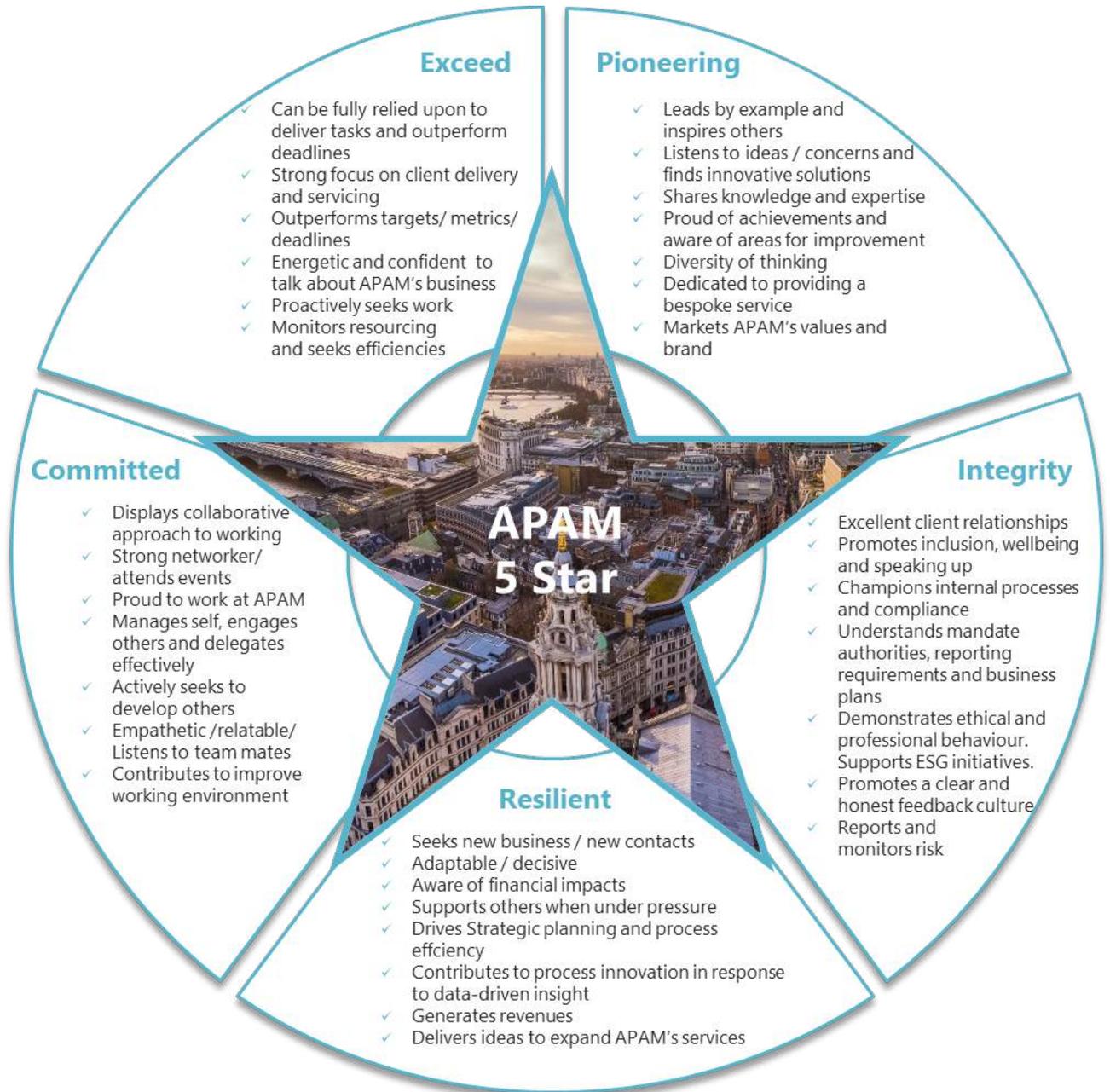
1-3 years compliance related experience

Education:

Degree that demonstrates a good understanding of technical detail such as accounting, law, business or finance desirable but not essential

KEY COMPETENCIES

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to exceed expectations and make a real impact on the work we do.





APAM

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