



THE FACULTY OFFICE

Job vacancy

The Faculty Office is seeking to appoint a new Risk, Compliance & Investigations Officer and Deputy Chief Clerk.

The successful applicant will take the lead in the Faculty Office response in all areas of anti-money laundering, terrorist financing and risk assessment/compliance. They will be responsible for monitoring and identifying risks in the notarial profession and co-ordinating the Faculty Office response as regulator. The successful applicant will also have responsibility for ensuring that the Faculty Office continues to comply with all OPBAS requirements for a professional body supervisor and will have the opportunity to attend senior level meetings with other regulators and OPBAS PBS, representing the Faculty Office.

Job requirements:

- Understanding and experience of the operation of a regulatory regime, preferably within the legal or accountancy sectors
- Understanding and experience of the operation of an AML regime within either or both of the above sectors
- Understanding of the work of the notarial profession or the ability and willingness to develop this aspect
- Ability to work well within a team and to accept responsibility
- Detailed knowledge and understanding of the MLRs 2017, FCA guidelines, International Sanctions regimes, OPBAS, the role of professional body supervisors and data protection requirements
- Banking, insurance or financial services experience would be helpful
- Experience working for a regulatory body OR in-house in a law firm or accountancy body

Further information can be found on the Faculty Office advertisement placed on the [Guardian Jobs website](#).

To apply for this role, please submit your CV and covering letter to the Registrar at Faculty.Office@1thesanctuary.com .

Please make sure that your CV and covering letter clearly demonstrate how you meet the knowledge, skills and experience requirements of the role.

Our deadline for applications is **22nd June 2020**. In current circumstances, interviews are most likely to take place remotely via an online communication platform. Our team will discuss arrangements in due course if you are to be shortlisted.