

Compliance Assistant

Due to continued growth we are currently looking to expand our vibrant Compliance team and have an opening for a Compliance Assistant. This person must have a passion for delivering exceptional service thereby assisting the Compliance department in their duties and exceeding customer expectations. Compliance is at the heart of everything we do, our Compliance department oversees all areas of our business ensuring we operate in compliance with the law, including employment and tax law. The role of the Compliance Assistant primarily has responsibility for managing agency contracts and responding to any compliance related queries quickly and efficiently.

Main responsibilities:

- To support the Compliance Department with their administrative duties taking responsibility for all contracts processing, expense auditing and emails received including updating/logging data on our systems
- Checking Visa and Right to Work documents
- Monitoring Agency Worker Regulations emails and reviewing comparator information
- Sending out Anti-Money Laundering and GDPR training to all new starters
- To be flexible in their approach to work, undertaking specific projects or work as and when required by management
- To communicate effectively through the mediums of email and telephone with customers, with an objective to swiftly respond to any queries or requests for information
- To develop and maintain effective communication channels with all PayStream departments, ensuring that necessary information is inputted into the relevant IT systems
- To promote the culture of PayStream by demonstrating the cultural values of the team - best service delivery within a friendly and open department.

Minimum requirements:

- Office / Administration experience
- Working knowledge of Word and Excel
- Legal or law qualification (Desirable)
- Experience of working within a compliance setting (Desirable)
- Positive attitude
- Punctuality and reliability
- Ability to follow procedures
- Ability to undertake work of a repetitive nature
- Ability to communicate information in a clear and articulate manner to clients, contractors and colleagues
- Ability to take responsibility of tasks and use initiative
- Ability to work under pressure and to specified deadlines
- Ability to work effectively in a team
- An understanding of the need for confidentiality
- Efficient organisation skills to deal with multiple tasks effectively, with attention to detail and accuracy
- Desire to develop a good working knowledge of PayStream, compliance processes and legislation.

Why work at PayStream?

We are a growing organisation with an excellent working culture. We pride ourselves on our people. In return for your hard work we offer the following company benefits:

- 23 days annual leave (plus bank holidays) which increase with length of service
- Your birthday off
- Salary reviews every February
- Amazing monthly company social events and rewards (just look at our website and Facebook page!)
- Cycle to Work scheme
- Casual dress everyday
- Professional qualification financial support
- Up to 6 days paid study leave for professional qualifications
- Long service awards
- Training and personal development
- Personal accident cover
- Pension
- Free fresh fruit and refreshments
- Free flu vaccinations
- Our fantastic Christmas party
- An excellent working environment!

If you match the profile and would like to be part of the team please apply now by sending in your CV to careers@paystream.co.uk.

