

**A NUMBER OF OPPORTUNITIES – FIXED TERM
COMPLIANCE OPERATIONS ADMINISTRATOR
BRADFORD
REF NO: E222**

A number fixed term/secondment opportunities have arisen for Compliance Operations Administrators based in Bradford.

The purpose of the role is to assist and support the Department / Compliance Operations Team with day to day administration and other activities as and when required.

If you have.....

- A good working knowledge of Microsoft Word and Excel
- Ability to deal directly with both Customers and External parties with regards to Debt Sales by telephone, email or letter
- Knowledge of mainframe & financier (would be an advantage, however training will be provided)
- Knowledge of Credit Bureaux information (would be an advantage, however training will be provided)
- Good organisational skills to manage workload
- The ability to use your own initiative
- Good keyboard and PC skills
- The ability to be precise and clear both verbally and written
- A good understanding and knowledge of general insurance products and of FCA and OFT regulatory requirements and how to operate in compliance with these requirements
- Excellent communication, organisation and listening skills
- A good understanding of the principles of TCF
- The ability to represent the company in a professional manner
- Excellent letter-writing skills

Then why not apply for this role?

All applications to applications@fg-h.uk with a copy of your CV and covering letter stating why you think you are suitable for this role.

**This role will be subject to credit and DBS checks
FGH is committed to the fair treatment of customers at all times**

Competitive Salary