

Compliance Manager

Biograph Wealth Advisors is a leading wealth management company based in Dublin 2. Our clients are typically high net worth individuals such as business owners, entrepreneurs, medical professionals and some of Ireland's leading sports professionals. Intentionally small, we operate at the forefront of investment theory whilst delivering a best-in class wealth management experience to our clients.

We are currently recruiting for a full-time Compliance Manager to lead our compliance function. This is a standalone role with full responsibility and ownership for regulatory compliance across the firm: you will report directly to the Operations Director and Head of Finance, and work closely with the CEO, the advisor group and senior leadership team to ensure Biograph continues to meet its regulatory obligations while delivering an excellent client experience.

Activities:

As Compliance Manager, you will hold full responsibility for the compliance function as a standalone role. You will report directly to the Operations Director and Head of Finance, and work closely with the CEO, the advisor group and senior leadership team. Your responsibilities will include:

- Taking full ownership and accountability for the firm's regulatory compliance framework, as the sole owner of the compliance function.
- Conducting new client due diligence (CDD) and periodic KYC/AML reviews, including PEP and sanctions screening.
- Maintaining the firm's compliance registers, policies and procedures, and reviewing and updating all compliance policies annually or as new regulatory developments emerge
- Acting as the firm's data protection lead, ensuring GDPR compliance across client and employee data, including data subject access requests, breach reporting and data processing agreements with third parties
- Conducting client file reviews and audits to ensure files meet regulatory and internal standards.
- Monitoring regulatory developments and leading the implementation of new requirements across the firm.
- Designing and delivering compliance training to staff, including GDPR and data protection awareness training.
- Managing the firm's Fitness & Probity and Minimum Competency Code (MCC) regime.
- Other duties as assigned.

Essential Knowledge & Skills:

- 5+ years' experience in a compliance role within financial services, with demonstrable experience running a compliance function
- Relevant compliance qualification (e.g. Compliance Institute Professional Diploma/LCOI, or equivalent) required
- Specific experience of GDPR and data protection compliance, ideally including experience as a Data Protection Officer or in a similar capacity
- Strong working knowledge of AML/CFT, MiFID II and Central Bank regulatory requirements
- Excellent writing and communication skills
- Proven ability to work independently and take full ownership of a function
- Strong attention to detail
- Comfortable working autonomously as the sole owner of the compliance function, while remaining a collaborative team player
- Confidence to challenge norms, present ideas for change, and influence senior stakeholders
- Proficient in MS Word, Excel, and Outlook
- Ability to manage multiple deadlines and prioritise effectively

If you would like to have a confidential discussion and find out more, please reach out directly by email to lisadelahunt@biograph.ie

Biograph .

WEALTH ADVISORS

Package:

We offer a very competitive package for the right candidate. The hours are 9am to 5pm (Mon - Fri) and the role is office based.

- Competitive salary, commensurate with experience [to be confirmed]
- Performance related bonus
- Support for continuing professional development, including funding for relevant compliance qualifications and exams
- Internal and external training
- Personal days
- 22 days annual leave