

# Business Compliance Officer

**Department:** Business Compliance Officer

**Reporting Structure:** Reports to the Managing Director

**Salary:** £19.95 / £41,496

**Location:** Oldbury

**Work hours:** 9:00 - 17:00

## Summary:

We are seeking a detail-oriented and proactive Business Compliance Officer to join our team at Proffer Solution Ltd. The ideal candidate will be responsible for ensuring that our company complies with all relevant laws, regulations, and internal policies. This role plays a crucial part in maintaining the integrity and reputation of our organisation.

## Responsibilities:

- Develop and implement compliance policies and procedures
- Conduct regular audits to identify potential compliance issues
- Provide training to staff on compliance-related matters
- Investigate and resolve compliance violations
- Stay up-to-date on changes in laws and regulations
- Collaborate with other departments to ensure compliance

## Qualifications:

- Minimum of 3 years of experience in a similar role
- Strong knowledge of relevant laws and regulations
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and analytical mindset
- Professional certification in compliance (e.g. Certified Compliance & Ethics Professional) is a plus

## Preferred Skills

- Certification in compliance or regulatory affairs (e.g., CRCM, CQC, OFSED, ISO).
- Experience with compliance software and tools.
- Ability to work independently and manage multiple priorities.
- Experience in designing and delivering compliance training programs.

## Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan

If you are passionate about ensuring ethical business practices and have a keen eye for detail, we would love to hear from you. Apply now to join our dynamic team at Proffer Solution Ltd!