



Senior Compliance Officer

Winlight Recruitment is an expanding recruitment company based in London, established in 2007 and has since grown from strength to strength. At Winlight Recruitment, we pride ourselves on our ability to build long lasting relationships and offer a consultative approach to both our candidates and clients.

Our founding principle has been to provide consultants that care, committed to providing a service before making a placement and treating candidates as individuals.

About the role:

You will play an integral part in gathering and processing documentation from new and existing candidates to allow them to go out to work across our core sectors – Qualified Social Work, Social Care & Housing and Medical.

Job Purpose:


- Being responsible for candidates' compliance journey from start to finish.
- Compile monthly and ad-hoc reports (internal audits, etc.).
- Training and mentoring new and existing team members.
- KPI monitoring and 121 meetings with Compliance Officers.
- Monitor motivational factors of team members.
- Respond to external audit requests.

What's On Offer:


- Base salary up to £30,000 p/a + Bonuses
- Incentives – including fine dining experiences at top London venues.
- Annual holiday for Top Performers – last year we went to Lisbon, this year we are going to Marrakesh, and we would love for you to join us on 2024s trip!
- Top Performer Awards – you could win a voucher of your choice worth up to £200.
- Monthly Social Events – we go to amazing locations including rooftop bars with spectacular views of London to enjoy with your cocktails or mocktails.
- Your birthday off.
- Lifestyle benefits – Choose from an array of Monthly perks.


Senior Compliance Officer Profile:

- Extensive experience of screening candidates within a healthcare recruitment setting.
- Experience of training/mentoring new and existing team members within the compliance team.
- Self-motivated and able to identify opportunities.

 0208 123 0209

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- Ability to work as part of a team.
- Experience of being the point of contact for compliance related queries both internally and externally.
- High attention to detail and accuracy.
- Extensive time management, organisational and planning skills.
- Ability to manage and prioritise a variety of different tasks with multiple deadlines.
- High level of interpersonal communications skills both verbal and written with the ability to communicate concerns and issues in a diplomatic manner.
- Professional telephone manner and positive team presence.
- Ability to work collaboratively with staff at all levels and with external stakeholders.
- Excellent IT skills with proficiency in Microsoft Office packages and various software.


Responsibilities:


- Responsible for ensuring compliance checks on all new candidates, as well as ensuring any existing temporary workers' documentation remains up to date.
- Obtain candidate references via email and telephone.
- Managing and leading the compliance division/team making key decisions for the department.
- Answer incoming calls and deal with incoming queries in a polite and professional manner.
- Submit audits within deadlines as well as have the ability to respond to audit queries from clients without supervision.
- In-depth knowledge of all Winlight's business sectors and their compliance requirements.
- Update managed vendors with renewed documents.
- Provide regular feedback to Managers on compliance issues and delays; and ensuring process changes are implemented.
- Train new and existing team members to help them achieve and sustain KPIs.
- Compile monthly and ad-hoc reports (internal audits, etc.).
- Ability to process placement forms across all divisions.


This role has the potential to lead into a managerial role where you will lead the compliance team managing future compliance officers.

This is a great opportunity to join a successful company that is constantly growing, and career progression is encouraged.

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