



BCCA

BCCA LIMITED t/a BCCA

JOB DESCRIPTION

Job Title	Compliance Officer
Responsible to	Chief Executive
Employer	BCCA Limited t/a BCCA
Location	Warrington
Salary	£15,000 per annum
Contract	Permanent, part time (21 hours per week, equivalent to 3 days)
Purpose of the role	The role of the Compliance Officer will be to primarily provide advice and guidance to members on a wide range of subjects but with particular reference to the Consumer Credit Act (including associated legislation and regulatory guidance) and Anti-Money laundering legislation. In addition, the officer will be responsible for dealing with and investigating complaints received.

Summary of Main Responsibilities

1.	Provide advice to members in relation to their enquiries.
2.	Respond to and deal with complaints.
3.	Produce, review and update BCCA guidance as and when necessary.
4.	Carry out all necessary follow up work in relation to membership applications.
5.	Regularly review the BCCA website to ensure it is compliant and that the content from a regulatory perspective is up to date.
6.	Attend regulatory meetings as and when necessary.
7.	Carry out visits to members premises as and when necessary.
8.	Carry out any other work commensurate with the post.