



**BCCA LIMITED t/a BCCA**  
**PERSON SPECIFICATION**

<b>Job Title</b>	<b>Compliance Officer</b>
<b>Employer</b>	<b>BCCA Limited t/a BCCA</b>
<b>Location</b>	<b>Warrington</b>
<b>Contract</b>	<b>Permanent, part time (21 hours per week, equivalent to 3 days)</b>
<b>Salary</b>	<b>£15,000 per annum</b>

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
1.	<b>EDUCATION/ QUALIFICATION/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's or equivalent at grades C or above <u>plus</u>;</li> <li>• Degree in law or equivalent <u>or</u></li> <li>• A compliance related qualification for example, DCATS.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 A levels or equivalent</li> <li>• Working knowledge of the Consumer Credit Act.</li> <li>• An understanding of the role of a trade association</li> </ul>	Application/ Interview
2.	<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills;</li> <li>• Good listening skills;</li> </ul>		Application/ Interview

		<ul style="list-style-type: none"> <li>• Ability to plan work, prioritise tasks, meet deadlines and work under pressure;</li> <li>• Ability to carry out research using a variety of different tools;</li> <li>• Personal commitment and flexibility;</li> <li>• Ability to work independently as well as part of a team;</li> <li>• Ability to work with outside organisations or agencies;</li> <li>• IT competent.</li> </ul>	<ul style="list-style-type: none"> <li>• ECDL or equivalent</li> </ul>	
3.	<b>EXPERIENCE</b>		<p>Experience of working within the following:</p> <ul style="list-style-type: none"> <li>• A compliance environment;</li> <li>• Trading Standards/ an advice agency;</li> <li>• Financial services;</li> <li>• A trade association;</li> </ul> <p>Experience of working with:</p> <ul style="list-style-type: none"> <li>• Outside agencies</li> </ul>	Application/ Interview
4.	<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Interest in the financial services sector,</li> </ul>		Application/Interview

		particularly consumer credit.	<ul style="list-style-type: none"><li>• Full, clean driving licence</li></ul>	
--	--	-------------------------------	---	--