



Tutman Assistant Compliance Manager

Location: Remote or hybrid working will be considered.

We have a new exciting opportunity for an Assistant Compliance Manager to join our Tutman Compliance team.

Overview:

Tutman is an independent Authorised Fund Manager who, as part of its business model, outsources critical functions to third party delegates.

The primary function of the Tutman Compliance team is to oversee the compliance of Tutman's delegates through their operation of effective systems and controls, in conjunction with the wider Tutman team and other group functions (e.g. CASS, Finance, IT and Risk). This oversight takes place through our robust initial and ongoing due diligence and breach management process.

Tutman Compliance look to provide assurance that effective systems and controls are in place (and take appropriate action where required) to ensure we can collectively demonstrate to regulators and Depositaries/Trustees that Tutman and our delegates are compliant.

Job Description:

The main focus of the role is to assist the Tutman Compliance Manager with directing the Tutman Compliance team and complete compliance monitoring on our appointed parties in line with regulatory requirements and industry best practice. This will predominantly be desk-based but may also involve some onsite due diligence visits (mainly London).

Other responsibilities include:

- Performing compliance monitoring on internal first line controls, as part of Tutman's second line of defence;
- Ensuring that the Tutman due diligence plan and associated due diligence documents (e.g. questionnaires, workbooks, dashboard etc.) are kept updated;
- Assisting the Tutman Compliance Manager with managing the activity of the Tutman Compliance team members;
- Contributing to regulatory change monitoring and implementation;
- Providing timely governance reporting into committees/Board using the format and on the frequency specified;
- Participating in audit reviews performed by third parties (e.g. Depositaries/Trustees) and other external meetings where required;
- Overseeing breach management and assisting with the complaints process;
- Reviewing fund related literature to ensure material is compliant;
- Ensuring that team procedures are kept updated following any process amendments;
- Reviewing fund project material and attending project calls and visits where required;
- Interpret rules, regulations and guidance in order to provide advice and guidance to colleagues and third parties; and
- Attendance at committees and internal meetings.



The job holder should have proven financial services experience from working for or with an Authorised Fund Manager or delegate (e.g. Transfer Agent, Fund Administrator) in an investment management environment and have a good understanding of FCA regulatory requirements, industry best practice and an understanding of risk management, both in a regulatory and a wider business context.

They should be educated to an A Level standard with Degree standard preferred and hold an industry qualification (e.g. Investment Operations Certificate with a Compliance qualification preferred) whilst being prepared to gain further relevant qualifications.

They must have practical experience of undertaking due diligence or audit work with the ability to review outsourced functions, give negative and constructive feedback to appointed parties and to both participate in and manage projects.

If you are interested in this position, or would like any further information, please contact HR by email at: careers@thesisam.com.

Closing date for applications: 31 October 2021