



Job Description

Compliance Officer

The Position

The Compliance Officer is responsible for ensuring that appropriate processes, systems and structures are in place to manage compliance with the Company's legal and regulatory obligations, in particular regarding online compliance/the online betting sector.

In this role, you will have responsibility for the management of all Gambling Regulation compliance as well as Data Protection compliance with the relative legislative requirements including, but not limited to, those of the EU Data Protection Directive, GDPR and the UK Data Protection Act 1998.

This position is responsible for examining and researching the risk areas across the business and mitigating identified risks ensuring full compliance with all applicable regulations, legislation, company policies and best practice. You will also drive compliance awareness and encourage a compliance culture across the business.

You should have proven experience as a Compliance Officer in a gambling or highly regulated environment. A high-level of attention to detail is essential with an ability to prioritise and meet tight deadlines.

We are a passionate, forward-thinking, innovative company where things are always happening. We're looking for people who work quickly, are competitive self-starters, smart and do what is needed.

Responsibilities:

- Regularly advising the Managing Director, the IT Project Manager and other Company Directors on compliance issues and regulations- keeping them up to date regarding their obligations under legislation and challenging them when necessary.
- Recognising gaps in existing processes or arising from new regulations and ensuring that the correct remedial actions are put in place to close these gaps.
- Responsibility for conducting regular risk assessments of processes and procedures to ensure that they reflect current legal, technical and operational requirements, especially in regards to Gambling Commission compliance requirements.
- Handling licensing issues and other related compliance matters in existing and future regulated markets.

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- Escalate any significant compliance/non-compliance issues, i.e., irregular activities and/or potential issues in policies or systems to the Managing Director or any other stakeholder; leading investigations and remediation promptly and effectively.
- Effectively working to ensure that all company activities are compliant with regulations and current laws. Provide and deliver reports to the Managing Director, Directors and other stakeholders regarding compliance updates and developments.
- Maintain a solid understanding of regulatory developments internally and externally, in addition to evolving best practice in compliance control.
- Educate employees on not only the regulations but also the impact to the organisation if these are not complied with.
- Manage compliance reviews within the company, develop actions and forward plan as necessary for appropriate areas.
- Devise, implement and monitor policies that comply with legislation and amend as appropriate subject to changes in legislation. Provide an objective view of company policies and advise accordingly.
- Ensure that requests from data subjects are dealt with promptly and in compliance with current privacy laws.
- Managing periodic audits of data protection compliance within the company and identifying the actions necessary for remediation including external audits.
- Respond to all privacy/confidentiality matters related to the privacy framework asked by external regulators, auditors and clients.
- Provide appropriate advice and interpretation of the provisions of the Data Protection Act as they impact the company's activities in general and/or specific functions across all services.
- Develop and maintain the general data protection and responsible gambling awareness training programmes within the company and deliver ad-hoc awareness, refresher training. and in-depth training as necessary.
- Develop, implement and enforce appropriate policies and procedures related to third party suppliers and ensure that data protection requirements are detailed in contractual agreements.
- Confidently respond to queries and any investigations from external and internal parties.
- Review marketing materials, presentations and websites to ensure compliance with regulatory requirements.
- Ensure appropriate contingency plans are in place that set guidelines on how to respond to a possible compliance breach.
- Ensure that the company's notifications to the Information Commissioner are maintained, up to date and accurate.



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Requirements

- Minimum of five years of compliance experience from Gaming/Gambling industry or another regulated industry.
- Proficiency in dealing with third party regulators and licensing bodies.
- Minimum of three years working experience of UK data protection legislation.
- Very strong working knowledge of compliance, the areas that relate to it and the ability to transfer this knowledge to real life situations.
- Experience in ISO27001, ISO 9001, AML compliance and Data Protection (UK and International) regulations.
- Strong working knowledge of GDPR, ISMS and the Data Protection Act 1998.
- Understanding of information security concepts and technology.
- Ability to develop and leverage strong relationships with internal and external stakeholders (managers, clients and regulators) and communicate effectively with all stakeholders.
- Self-motivated and able to work independently / without supervision.
- Exceptional organisation and prioritisation skills with the ability to manage a high volume of tasks.
- Compliance monitoring and / or internal audit experience.
- Pragmatic approach to the administration of governance and risk.
- Problem solving / troubleshooting (technical and management).
- Values compliance and drives it continually.
- Effective written and verbal communication (procedure documentation and management reporting).
- Proven ability to establish and maintain a high degree of confidentiality, respect, trust and credibility.
- Knowledge of cyber-security risks and other information security standards.
- All applicants must have the right to work in the UK without restrictions.
- Law Degree or Qualification in Compliance, Data Protection or GDPR is desirable.



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