



POSITION DESCRIPTION

POSITION TITLE:

Compliance Administrator Officer

ADVERT TITLE:

Compliance Administrator Officer

LOCATION:

MALAYSIA

PHILIPPINES

THAILAND

VIETNAM

ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

THE OPPORTUNITY

Our partner focuses on delivering personalized financial advice to self-employed professionals and small business owners, helping them safeguard their families, businesses, and income. This role offers an excellent opportunity to grow your career within a collaborative environment, working with seasoned experts in financial advisory services.

As a Compliance Administrator Officer play a key role in supporting the company's compliance and regulatory functions. Responsibilities include assisting with quarterly audits, managing documentation, and serving as administrator for the Investment, Compliance, and Insurance Committees. The role also involves drafting compliance reports and presentations.

KEY RESPONSIBILITIES

- Assist with quarterly audits.
- Maintain the Approved Products List.
- Support ASIC registrations.
- Manage internal registers, including Funds Under Adviser, Authorised Representative, and Compliance Registers.
- Oversee Authority to Practice Certificates for Authorised Representatives.
- Administer Product Adviser Codes.
- Serve as Administrator for Investment, Compliance, and Insurance Committees.
- Implement and maintain document management procedures.
- Draft compliance reports and presentations.
- Collaborate with other departments to promote a compliance culture.
- Provide administrative support to the Head of Advice.
- Offer relief support during team absences to ensure smooth operations.



POSITION DESCRIPTION

SKILLS, EXPERIENCE & QUALIFICATION

- Atleast 2 to 3 years of relevant experience is preferred.
- Tertiary qualifications in Financial Planning, Law, or a related field are desirable.
- Experience working with an Australian Financial Services licensee is a plus.
- Familiarity with Adviser Logic or similar financial planning software is advantageous.
- Candidates must undergo standard background checks, including but not limited to criminal history and bankruptcy.
- Understanding of current legal and ethical frameworks.
- Strong attention to detail.
- Excellent communication, organizational and time management skills.

ASW OFFERS

- We are experts in international partnerships. This means that you will be a trusted member of the ASW family, and get access to our excellent benefits, plus you also get to work directly with one of our clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities, and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>