

**Job Title:** Consultant – Payment Services

**Contract:** Permanent

**Reports:** Partner – Payment Services

**Location Hybrid:** Minimum 2 days per week in London

**Job summary:**

Thistle Initiatives is a multi-award-winning regulatory consultancy, providing expert compliance advice and support across the financial services sector. Our clients range from niche start-ups to long-established market leaders covering the following verticals: Financial Crime, Investments, Payment Services and Credit and Insurance.

We have a fantastic opportunity to take advantage of developing a unique career with Thistle, providing Payment Services support to our clients, assisting in managing client projects and building on our diverse compliance solutions for our clients.

The Consultant role will be within the Payment Services team. The right individual will need to demonstrate an ability to successfully support projects from beginning to end, have a professional manner, provide an excellent client experience and be adaptable to change in this diverse role

Thistle is looking for an individual to join the team that is passionate about Payment Services and has a strong drive to learn and succeed. This opportunity provides a unique opportunity for the right individual to take advantage of developing a career with Thistle in delivering a range of financial services compliance solutions for those firms regulated by the FCA under the Payment Services Regulations. The individual should be able to demonstrate knowledge and some experience within the Payment Services compliance industry and who is keen to assist a variety of firms with their compliance requirements.

Responsibilities are wide-ranging and varied, given the exciting projects we work on. We are keen to speak to people with a passion for learning new things and problem solving.

**Key Responsibilities:**

- Assisting with writing and developing compliance policies and procedures
- Providing administrative support in the processing of FCA authorisation applications
- Undertaking specific projects as required
- Maintaining accurate records and systems
- Support with client audits and compliance reviews (remotely and offsite at client offices)
- Supporting clients with the completion of regulatory reporting
- Ensuring excellent client service and building business relationships, including attending client meetings
- Keeping up to date with the FCA and Industry rules and regulations
- Providing general team support for client projects
- This role is not limited to the above duties, due to the nature of the market you will need to be adaptable and open to change in this position

## Experience/Qualifications

- Degree level educated, demonstrating ability to analyse, problem solve and understand complex regulation
- Recent and relevant consultancy experience or relevant financial services experience role would be advantageous but not essential
- Strong writing skills
- Excellent organisation skills with the ability to multitask
- Demonstrable experience translating regulatory rules and guidance into meaningful solutions for clients
- Be numerate, articulate, and analytical and competent with all Microsoft packages

## Key Competences

### Behavioural

- **Commercial Awareness:** Must be mindful of the commercial objectives of the firm when delivering compliance assistance
- **Commitment & enthusiasm:** Should have a desire to see yourself and the firm succeed
- **Embraces change:** Should be adaptable to the changing requirements of the regulations and be keen to develop new skills
- **Communication:** Ability to communicate openly and effectively, both internally and externally, in order to deliver the requirements of our client firms, with the ability to adapt to different audiences
- **Personal Credibility:** Must be able to establish and maintain trusting relationships with others
- **Team working:** Foster effective and productive working relationships (should be considerate to the needs and opinions of others)
- **Pro-activity:** Must actively seek new tasks and have a growth mindset
- **Self-driven:** The ability to work autonomously and as a team player
- **Determined:** Have the resilience and tenacity to support projects from start to finish
- **Written communication skills:** Should have the ability to draft written communications and documentation in an articulate way and to a high standard
- **Individual working:** Must be able to work under own initiative identifying when referral needs to be made
- **Time management:** Must be able to prioritise and manage time and tasks effectively, this includes a readiness to delegate where possible with efficient organisation and time management skills

### Technical

- **Attention to detail:** all work must be completed with the focus on quality and accuracy
- **Technical skills:** Intermediate MS Excel, MS Word and PowerPoint
- **Problem Solving:** demonstrates an ability to solve problems in a rational manner
- **Application of regulation:** must gain and maintain an understanding of Payment Service Regulations 2017, the Electronic Money Regulations 2017 and the FCA's Approach Document and be able to apply this to the business requirements of our client firms
- **Understanding:** demonstrates an awareness of the immediate and the wider implications when applying regulation in practice

- Ability to conduct thorough research and analyse data

## We offer

- Competitive salary and the ability to grow your career within the Thistle Initiatives Group
- 25 - 30 days holiday entitlement depending on length of service
- Company pension scheme
- Private Medical Insurance
- Gym membership contribution
- Fantastic City of London location and working environment
- Working with dynamic teams with regular social events

If you are looking to springboard your career to the next level and would like to be part of a supportive and dynamic culture, then please apply immediately.