

# Compliance Assistant

**We have an excellent opportunity for a Compliance Assistant to join our Compliance Team.**

**The role is Monday-Friday, 09:00-17:30 and the salary is £25,000 per annum. Hybrid working of 2 days working from home per week is offered following probation.**

## Main responsibilities:

- Taking responsibility for contract processing and emails
- Monitoring and reviewing Agency Worker Regulations emails
- Sending Anti-Money Laundering and GDPR training to all new employees
- Communicating via email and telephone with customers

## Minimum requirements:

- Strong attention to detail
- A positive attitude, being punctual and reliable
- Ability to follow procedures
- Ability to communicate clearly to clients, contractors and colleagues
- Ability to work under pressure and to deadlines
- Ability to work effectively in a team
- Office or administration experience
- Basic I.T. skills with the ability to learn and operate relevant computer systems

## Why work at PayStream?

We are a growing organisation with an excellent working culture. We pride ourselves on our people. In return for your hard work we offer the following company benefits:

- Great Place To Work Certified!
- 23 days annual leave (plus bank holidays) which increase with length of service
- Your birthday off
- Salary reviews every February
- Amazing monthly company social events and rewards (just look at our website and Facebook page!)
- Cycle to Work scheme

- Casual dress everyday
- Enhanced maternity/paternity benefits
- Professional qualification financial support
- Up to 6 days paid study leave for professional qualifications
- Long service awards
- Training and personal development
- Personal accident cover
- Free fresh fruit and refreshments
- Free flu vaccinations
- PLUS, our fantastic Christmas party!

...and a fantastic working environment! If you match the profile and would like to be part of the team please apply now by sending in your CV to [careers@paystream.co.uk](mailto:careers@paystream.co.uk)