



EXPERT EDUCATION LIMITED



#JOB-2414147



Office 17, Bank House, 331 S Circular Road,
Dublin 8, D08 VX36



No of positions : 1



Paid Position



39 hours per week



34000.00-38000.00 Euro Annually



30/09/2025



28/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@expertconsultants.ie



Open your camera
app & point here
to view this ad
online



Compliance Officer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Key responsibilities:

Review the client files to identify the gaps and missing information.

Communication with clients advising them of the action required in respect of the above.

Ensuring all the documents submitted by clients are in a specific required format, attested by relevant authorities.

Ensuring that the client files are completed in all respects before their submission to relevant bodies.

On the successful outcome of the client applications, ensure that relevant documents and guidelines are sent to the client.

Support the Director of Operations in monitoring the firm's adherence to applicable regulatory frameworks.

Assist with maintaining up-to-date compliance policies, procedures, and the Compliance Framework.

Contribute to risk assessments and compliance monitoring programs.

Help assess new regulatory developments and provide input on their impact to the Company.

Liaise with external stakeholders and regulators.

Provide day-to-day support to business lines on compliance-related queries.

Help deliver training sessions on compliance to clients and internal staff.

Promote a strong compliance culture across the business

What you need to have:

Third-level qualification in finance, legal or related field.

Any relevant experience will be a plus point, but full training will be provided on commencement of employment.

Fluency in speaking Urdu, Panjabi and Pushto languages as a large number of company's customers are speakers of these languages.

Knowledge of the EU and Irish legal framework is advantageous.

Excellent analytical, organisational, and communication skills.

A strong team player with the ability to work under pressure, manage multiple priorities, and escalate

issues appropriately.

Excellent interpersonal skills with the ability to communicate confidently at all levels.

Strong integrity, judgement, and attention to detail.

What we offer:

Challenges that will help you grow and realise your potential fast.

Opportunity to make a significant impact - you will build innovative services used by millions of investors to build wealth.

Work with smart, spirited, helpful, high-performing colleagues with a common goal.

An environment where nothing is set in stone.

Appreciation for your talent and ideas.

Generous remuneration package, including health, life, disability insurance, pension, 26 days holidays and annual bonuses.

Job Type: Full-time, Permanent

Salary: From €34K to 38K per annum, depending on the experience. (€16.77 to €18.74 per hour, depending on the experience.)

Working Hours: Minimum 39 Hours per week with a maximum 8-hour shift

Supplemental pay: Performance bonus + Tips

Location of work: Expert Education Ltd T/A Expert Consultant, Office 17, 331 South Circular Road, Dublin 8, D08 VX36, Republic of Ireland. Should be able to relocate in the commuting area before starting work (required).

Education: Third-level qualification in finance, legal or related field.

- **Sector:** professional, scientific and technical activities

Career Level

- Managerial