



**Position Title** Wealth Compliance Advisor

**Location** Toronto

**Reporting To** Branch Manager

**Job ID** TOR - 018

**Position Overview** The WCA is a resource for the Branch Management Team and Advisor teams regarding industry regulations, requirements and best practices.

The WCA is accountable to ensure that the region meets all its compliance requirements as the designee for compliance and risk operations. This role is also accountable to provide advice and guidance on Compliance related policies, processes and other key execution activities to the branch management teams within the region.

By ensuring strong compliance execution and risk management in the region, the WCM assists in enhancing the profitability, client experience and reputation of Richardson GMP.

The right candidate will excel in the areas of supervision and can effectively communicate and coach IA Teams and Associates.

**Duties and Responsibilities**

- Monitor daily and monthly tier-one account activity of clients, employees and outside pro-accounts (including producing Branch Managers)
- Review & approval of all new account documentation for suitability
- Marketing Approvals
- New Issues/Private Placement/Syndication process approvals
- Offer guidance on compliance policy and procedure and support to advisors and their team members
- Effectively communicate concerns or requirements and ensure that IA teams are following company and regulatory policies and procedures
- Liaise with Operations, Compliance and Credit on Compliance related issues where required
- Review advisor marketing practices and collaborate with the Marketing team to ensure proper approvals
- Work with Branch Manager & Assistant Branch Manager to manage complaints, while working with Risk & Compliance along with Legal to resolve
- Maintain an in-depth understanding of compliance requirements for the brokerage industry and share knowledge, issues and challenges as well as sustain knowledge level for regulations
- Facilitate and participate in regular conversations with Branch Managers, National Sales, and Chief Risk Officer to share information and discuss common compliance-related issues/concerns
- Play a key leadership role in helping to train, develop and enforce policy/procedure for compliance within the region to ensure alignment with firm strategy
- Communicate effectively within the region to ensure the strength and effectiveness of compliance and adoption of policies, processes at the

branch level and develop action plans to improve compliance and overall compliance review results

- Act as 1<sup>st</sup> level point of escalation for compliance issues identified by the Branch, escalating to ABM and BM when applicable
- Participate in audits and compliance reviews as assigned and conduct follow up and coaching as required

### **Qualifications**

- Excellent communication skills - written and oral
- In-depth relationship management skills, including problem solving, mediation and leadership
- 3 to 5 years of experience in Compliance or related experience at an IIROC regulated investment dealer
- Proficiency with Dataphile is an asset
- Proficiency with PortfolioAid is an asset
- Proficient with Microsoft Office Suite
- Above average time management
- Exercise good judgment of regulations and supervisory issues
- Ability to be proactive and communicate change in a fast-paced industry
- Travel may be required

### **Education**

- Post-secondary degree preferred
- Canadian Securities Course (CSC), Conduct and Practices Handbook Course (CPH), Derivatives Fundamentals Course (DFC), Options Licensing Course (OLC), and Branch Managers Course (BMC)
- Completion of or working toward Option Supervisor Course (OPSC) is an asset
- Licensed as Registered Representative (RR) with IIROC
- Thorough knowledge of administrative policies and procedures is an asset, namely; Operations; Human Resources; Compliance; Documentation; Finance; Commissions; Registrations