
Job Description: Compliance Manager

Company: CoinPort **Location:** Melbourne, VIC (remote work model available) **Position Type:** Full-time

About CoinPort

CoinPort is a fast-growing, Australian-owned cryptocurrency exchange dedicated to providing a secure, simple, and compliant platform for Australians to buy, sell, and trade digital assets. We are building the most trusted gateway to the digital economy, and our commitment to regulatory excellence is at the core of everything we do.

As we continue to scale, we are looking for a diligent and proactive Compliance Manager to be the guardian of our regulatory framework and foster a culture of integrity across the business.

The Role

We are seeking an experienced and detail-oriented Compliance Manager to own and lead our compliance program. You will be responsible for ensuring that CoinPort adheres to all Australian laws and regulations governing financial services and digital currency exchanges. This is a hands-on role with a high level of responsibility, offering the opportunity to shape the compliance function of a dynamic fintech company.

You will report directly to the CEO and CFO and work closely with all teams, including technology, customer support, and marketing, to embed compliance into our daily operations.

Key Responsibilities

- **Regulatory Compliance & Licensing:**
 - Maintain our AUSTRAC registration and ensure ongoing compliance with the Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Act 2006.
 - Monitor and interpret evolving regulations from AUSTRAC, ASIC, and other relevant bodies.
 - Manage all regulatory reporting obligations, including SMRs and TTRs to AUSTRAC.
- **AML/CTF Program Management:**
 - Maintain, update, and enforce the company's AML/CTF Program.
 - Oversee the customer onboarding (KYC) and ongoing due diligence processes.
 - Manage the transaction monitoring system, ensuring alerts are investigated and suspicious matters are reported in a timely manner.
 - Conduct sanctions and PEP screening.
 - Work to improve our business and technology systems for the best KYC compliance and user-experience.
- **Risk Management:**
 - Perform regular risk assessments to identify, assess, and mitigate compliance risks.
 - Develop and implement policies and procedures to address new products, services, and emerging risks.

- **Training & Culture:**

- Develop and deliver effective compliance training to all employees to foster a strong culture of compliance.
- Act as the primary point of contact for all compliance-related queries from staff.

- **Internal Reporting & Systems:**

- Prepare regular reports for the Board and Senior Management on the status of compliance, key risks, and metrics.
- Liaise with technology providers to enhance compliance-related systems and tools.

- **External Engagement:**

- Serve as the primary contact for counterparties, regulators and external auditors during reviews and examinations.

Qualifications & Experience

- **Essential:**

- 3+ years of experience in a compliance role within a financial services, fintech, or cryptocurrency company in Australia.
- Deep, practical knowledge of the Australian AML/CTF regulatory landscape and hands-on experience with AUSTRAC reporting.
- Experience in developing, implementing, and maintaining a AML/CTF Program.
- Strong understanding of KYC, CDD, EDD, and transaction monitoring principles.
- Excellent analytical, problem-solving, and investigative skills.
- Superior written and verbal communication skills, with the ability to explain complex regulatory concepts to non-specialists.

- **Highly Desirable:**

- Experience specifically within a registered Digital Currency Exchange (DCE).
- Knowledge of the Australian Consumer Law, privacy laws, and financial services regulations.
- A relevant professional qualification (e.g., GRCP, CAMS, or equivalent).

What We Offer

- A competitive salary package.
- The opportunity to be a foundational part of a growing Australian fintech and shape its compliance culture.
- A dynamic and innovative work environment at the intersection of finance and technology.
- Flexible working arrangements.
- Continuous learning and development opportunities in the rapidly evolving crypto space.

How to Apply

If you are a passionate compliance professional ready to take on a critical role in a innovative company, we would love to hear from you.

Please submit your resume and a cover letter outlining your suitability for this role to [careers@coinport.com.au] with the subject line "Compliance Manager Application".

CoinPort is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
