

DAISY BUSINESS SOLUTIONS

Compliance Clerk

Westville, KwaZulu-Natal · Permanent · Risk / Finance

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POSITION

Westville, KZN

LOCATION

Risk / Finance

DIVISION

Permanent

TYPE

About the Role

Daisy Business Solutions is looking for a meticulous Compliance Clerk to join our Risk and Finance team in Westville. In this role you will safeguard the integrity of our discounting operations — monitoring transactions, verifying documentation, and making sure every agreement meets its legislative, contractual, and internal-policy obligations.

This is a hands-on, detail-focused role at the heart of how we manage risk. You will keep our compliance records audit-ready, flag irregularities before they become problems, and work closely with Finance, Credit, and Risk to keep the business on the right side of every regulation. It is an ideal entry point for someone ready to build a serious career in compliance and governance.

Make a Meaningful Impact

Your work protects the business and its customers. Every check you perform keeps Daisy compliant, credible, and trusted.

Grow Real Expertise

Gain hands-on exposure to regulatory frameworks, governance, audits, and risk — with full systems onboarding and ongoing coaching.

A Clear Path Forward

A genuine entry point into the compliance profession, with room to grow into Compliance Officer, Manager, and beyond.

What You'll Do

- Monitor discounting transactions to ensure compliance with legislation, company policies, and contractual agreements.
- Perform signatory checks on agreements and assist in implementing compliance frameworks, controls, and procedures for discounting operations.
- Verify supporting documents for accuracy and completeness, and escalate discrepancies, irregularities, or potential breaches to the Compliance Manager.
- Maintain up-to-date compliance registers, documentation, and discounting records.
- Prepare compliance and exception reports for management review within agreed timelines.
- Identify potential risks within discounting processes and recommend corrective measures.
- Support internal and external audits by collating and submitting the required documentation.
- Liaise with Finance, Credit, and Risk teams and external stakeholders to resolve queries, and support compliance awareness across the department.

What You'll Bring

Experience

- Minimum 2–3 years' experience in a compliance, finance, or auditing environment (preferably discounting, financial services, or lending).
- Strong working knowledge of the regulatory frameworks that apply to discounting and financial transactions.

- Solid computer skills across Microsoft Word, Excel, and Outlook (compulsory).

Skills & Competencies

- Strong analytical and problem-solving ability.
- Sound understanding of compliance regulations and internal controls.
- Excellent communication and interpersonal skills.
- Meticulous attention to detail.
- Deadline-driven, with the ability to work well under pressure.
- Comfortable working both independently and as part of a team.
- Motivated, self-confident, and dependable.

Qualifications

- Matric / Grade 12.
- A valid driver's licence and own vehicle is advantageous.

Success in Your First 6 Months

- You are independently managing day-to-day compliance administration.
- Compliance registers and records are accurate, complete, and audit-ready.
- You are identifying and escalating compliance risks confidently and effectively.
- You are actively supporting the business in meeting its regulatory and internal-policy obligations.
- You are recognised as a dependable, trusted member of the team and contributing to continuous-improvement initiatives.

Your Career Path

1. Compliance Clerk → 2. Compliance Officer → 3. Compliance Manager → 4. Risk & Governance Leadership

Life at Daisy

At Daisy, detail matters — and so do the people who get it right. You will join a structured, supportive team that values integrity, accuracy, and initiative. We invest in our people with full onboarding, ongoing coaching, and clear opportunities to grow, so that the work you do today becomes the foundation of a long-term career in compliance and risk.

Role Details

Job Title	Compliance Clerk
Division	Risk / Finance
Location	Westville, KwaZulu-Natal
Reports To	Compliance Manager
Employment Type	Permanent
Number of Positions	1
Salary	Market related — competitive and commensurate with experience
HR Contact	cpt-hr@daisy.co.za · 021 507 5111

Ready to Apply?

Send your CV to cpt-hr@daisy.co.za or call 021 507 5111.

Daisy Business Solutions is an equal opportunity employer.