



JOB DESCRIPTION

Role: Communications Associate

Location: Belfast, we are a collaborative team and enjoy working remotely and in person together.

A leading governance, risk and compliance consultancy

ABOUT FSCOM

fscom is a leading consulting firm providing governance, risk, and compliance solutions to the asset management, capital markets, digital assets and payments industries across UK and Europe.

Over the last fourteen years, we have built a reputation for providing high quality, commercially focused advice to our clients, meaning that we have become widely recognised as the premier compliance consulting firm to the financial services sector.

Following our strategic partnership with Bridgepoint in 2022, we are on an exciting growth trajectory and are looking for driven, ambitious professionals to be part of this journey.

THE ROLE

We are looking for a Communications Associate to play a key role in driving growth and securing new business. You will take ownership of the proposal drafting and bid management process, working closely with our senior consultants, practice leads and marketing team. This role is ideal for someone with strong writing skills, a communications background and a proactive, can-do attitude.

You will play a key role in securing new business, identifying opportunities, and crafting compelling proposals that effectively position fscom's expertise. A self-starter who proactively seeks out opportunities and is ready to elevate their career, in a fast-moving, high impact environment.

RESPONSIBILITIES

Proposal management

- ✓ Lead the end-to-end proposal process, ensuring high-quality, client-focused, and commercially compelling submissions.
- ✓ Write, edit, and refine clear, persuasive, and tailored proposals that align with client needs and fscom branding and style guide.
- ✓ Work closely with practice leads and consultants to extract key insights and shape winning proposal narratives.
- ✓ Ensure proposals are grammatically flawless, well-structured, and engaging.

- ✓ Track proposal outcomes, gather feedback, and continuously refine the process for improvement.

Business development

- ✓ Identify new business opportunities by researching market trends and engaging with potential clients.
- ✓ Work proactively with the marketing team and practice leads to convert marketing-qualified leads (MQLs) into opportunities.
- ✓ Take a hands-on approach in developing sales materials, pitch decks, and client presentations.
- ✓ Support outbound business development campaigns and follow up on lead-generation initiatives.
- ✓ Develop a deep understanding of fscom's expertise to confidently position our services to potential clients.

The successful individual will have the following skills and experience

Essential skills and experience

- ✓ Exceptional writing and communication skills.
- ✓ Strong attention to detail – your writing should be precise, well-structured, and persuasive.
- ✓ A proactive, go-getter attitude – you actively seek out opportunities.
- ✓ Ability to work in a fast-paced, high-performance environment – juggling multiple deadlines with ease.
- ✓ Confidence in collaborating with senior stakeholders – working closely with consultants and practice leads.
- ✓ Experience in proposal writing, bid management, or business development.
- ✓ Ability to work towards sales and business development targets.

Desirable experience

- ✓ Background in communications, journalism, marketing, or business development.
- ✓ Experience in financial services, governance, risk, or compliance industries.
- ✓ Understanding of B2B sales cycles and proposal best practices.

fscom reserves the right to expand the criteria for this role dependent upon the number of applications received.

WHAT WILL I GET FROM THE ROLE?

- ✓ Opportunity for career acceleration – fast-track your growth in a high-impact role.
- ✓ Work with industry experts – collaborate with some of the leading specialists in governance, risk, and compliance.
- ✓ Be part of a dynamic, growing company – join at an exciting time of expansion and opportunity.
- ✓ Hybrid working environment – flexibility to work remotely and in person.

We are an equal opportunities employer, committed to Diversity & Inclusion and currently hold the Bronze standard in Diversity Mark NI.

To apply:

If you are a proactive, ambitious professional with exceptional communication skills, we want to hear from you. Please forward your CV to careers@fscom.co or speak to [Stuart Grimmond](#) on 028 9042 5451.



Diversity Mark