



## **CAREER OPPORTUNITY: COMPLIANCE OFFICER**

### **JOB PURPOSE:**

The incumbent is responsible for the coordination of compliance audits and examinations, internal reviews and updating of compliance policies and procedures.

### **ACCOUNTABILITIES:**

- Investigates complaints and coordinates action plans with a cross functional team
- Compiles reports of calls received, investigations conducted and develops findings, recommendations, action plans and note progress
- Assists with internal audits of the compliance program
- Assists with regulatory examinations, including requesting and preparing materials
- Assists the Finance Department with coordinating compliance reviews and monitoring activities
- Develops and rollout policies and programmes
- Develops and maintains a compliance training plan
- Provides advice on measures to protect against theft and fraud of the Company's assets
- Supports staff on a day to day basis by conducting research, responding to inquiries, and assists with the development of or revisions to policies and procedures
- Develops policies and programs that encourage staff to report suspected fraud or impropriety

### **MINIMUM QUALIFICATIONS/EXPERIENCE:**

- Bachelor's Degree in Law/Finance/Business Management or related field with a minimum of three (3) years of compliance experience
- Proficient computer skills
- Working knowledge of the various laws and regulations
- Ability to think "outside the box" and willing to be challenged
- Must have excellent written and verbal communication skills and be able to deal effectively with all levels of management
- Possesses strong research, analytical, problem solving and project management skills
- Possesses strong administrative, verbal and written communication skills
- Be highly self-motivated, willing to take initiative and work with minimal supervision