

## JOB DESCRIPTION

Job Title	Assistant Manager- Risk and Compliance	Job Reference No.	
Department	Risk and Compliance	Created / Revised	July 2021
Reports to	Manager Risk and Compliance	Staff Supervised	

Type of position:     Full-time     Part-time     Contractor     Intern

### JOB SUMMARY:

The Assistant Manager- Risk and Compliance is responsible for analyzing, monitoring and reporting on risks, and monitoring and reporting on regulatory developments that could significantly impact the Company. Assist with the development and implementation of a Risk and Compliance Management Framework including an Anti-money laundering and Counter Terrorist Financing (AML/CFT) Compliance Program.

### ACCOUNTABILITIES

#### General

- Assist in the development and implementation of a Risk and Compliance Management Framework and supporting program policies and procedures
- Performs and supports periodic compliance audits, risk assessments and ongoing monitoring activities to ensure risk and compliance issues/concerns are being appropriately evaluated, investigated and resolved.
- Assists with the identification of measures to control and mitigate identified risks and non-compliance occurrences and present same for management’s consideration.
- Assist with the education and training of the management and staff of the Company on the Enterprise Risk Management (ERM) and Compliance programs including AML/CFT.
- Provides recommendations of means to improve risk and compliance controls, conducts analysis and creates reports to help improve the management of risk and compliance of the business.
- Works closely with business units to resolve risk and compliance issues
- Provide day-to-day on-going support for the risk and compliance program. Provide updates to the Manager through regular reporting and reviews
- Assist with business continuity activities including updating of Business Resiliency Plans and coordinating testing exercises
- Assist the Manager Risk and Compliance in preparing and presenting reports to the Executive Leadership and Audit Committee/any other Board Committee as established

#### Risk

- Assist in the development and implementation of risk assessment methodologies, systems, policies and procedures for the identification, collection, and analysis of risk related information.
- Facilitate the identification and assessment of risks utilizing appropriate tools and techniques
- Facilitate the compilation and maintenance of the risk registers and loss databases

- Assist in the development of risk response/mitigation plans and track implementation within agreed upon timelines
- Assist in the education and training of the management and staff of CCISL on the ERM program, and their respective responsibilities in promoting the benefits of risk management.
- Conduct risk reviews across the Company to ensure compliance with the risk management program and identify gaps across existing controls and processes
- Collaborate closely with business managers to define action plans in response to findings of risk reviews
- Assist in updating ERM policies and procedures to ensure that they reflect best practices and standards
- Assist in consulting and advising on actions to address enterprise risk weaknesses

### **Compliance**

- Assists with the monitoring and reviewing of regulatory and legislative changes, preparing company's response to regulatory changes and following up with appropriate areas to ensure required changes are implemented.
- Stays abreast of industry and compliance trends; recommends and implements changes to internal company processes as needed.
- Undertake other responsibilities and projects as assigned by the Manager

### **SKILLS REQUIREMENTS**

- Proficient analytical, statistical and mathematical knowledge and skills;
- Proficient system and process skills;
- The ability to present complex concepts to a wide audience
- Good verbal and written communication skills;
- Good decision making and negotiating skills
- Excellent team and personal relationship skills;
- Problem-solving and project management skills
- Excellent attention to detail
- The ability to identify opportunities to improve performance and efficiencies in existing systems

### **EXPERIENCE REQUIREMENTS**

- Three (3) years experience in a similar role at a Finance Institution (e.g. Compliance, Risk, Internal Audit)

### **EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS**

- Degree in Management, Business Administration, Finance or Professional Qualification (e.g. ACCA, CMA or Risk Management)
- Certificates of completion from nationally recognized compliance schools are preferred (e.g. ICAT, CAMS)
- Proficient knowledge of other Microsoft Office Applications.
- Knowledge of statistics, data collection, analysis and data presentation