

**JOB DESCRIPTION**

Job Title	<b>Risk &amp; Compliance Co-Ordinator</b>	Job Reference No.	
Department	<b>Risk &amp; Compliance</b>	Created / Revised	March 2021
Reports to:	<b>Assistant Manager, Risk and Compliance</b>	No. of Staff Supervised	Nil

Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	
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**OBJECTIVE:**

**ACCOUNTABILITIES**

- Assist with the review, development and implementation of a Risk and Compliance Framework and supporting programs, policies and procedures.
- Assist with the review, development and implementation of an effective Business Continuity Management Framework.
- Compile and analyze internal data in support of compliance reviews and monitoring activities.
- Perform and support compliance audits, risk assessments and ongoing monitoring activities.
- Maintain compliance and risk and other departmental registers.
- Coordinate the annual policy update process.
- Assist with the identification of measures to mitigate risks and non-compliance japs and present same for management’s consideration.
- Provide support to internal department in correcting compliance, risk and BCM issues.
- Review, monitor and report on action plans in response to audit findings, compliance reviews and risk assessments.
- Assist with the development and implementation of training programs on the Risk and Compliance and BCM Frameworks.
- Assists with the monitoring and review of regulatory and legislative changes and the identification of necessary actions to ensure Company’s compliance and follow up on actions to ensure implementation.
- Conducts research to support guidance on the company’s compliance with laws and regulations and other Risk, Compliance and BCM matters.
- Assist with the review of Risk Management, Compliance and BCM policies, procedures.
- Coordinate and complete departmental reports, regulatory and compliance filings.
- Administer and oversee the CPD Platform annually and as needed.

- Stay abreast of industry and compliance changes; recommend and implement approved changes to internal company processes as needed.
- Undertakes other responsibilities and projects as assigned

### **SKILLS REQUIREMENTS**

- Meticulous attention to detail with the ability to multi-task.
- Ability to work in a fast-paced environment, maintain accuracy and meet tight deadlines.
- Analytical thinker with strong conceptual and problem-solving skills.
- Outstanding verbal and written communication skills.
- Sound decision making and negotiating skills.
- Excellent teamworking and interpersonal skills.
- Strong project management skills.
- Experience in building strong internal relationships and providing excellent customer service.
- Proven research and reporting skills.
- Strong statistical and analytical skills
- The ability to identify opportunities to improve performance and efficiencies in existing systems

### **EXPERIENCE REQUIREMENTS**

- Minimum two (2) years' experience in a Risk, Compliance or similar role
- Business Continuity Planning (BCP) experience will be an asset
- Knowledge of industry best practice and regulatory and statutory requirements
- Microsoft Office competency (Word, Excel, Power point are essential)
- Proven understanding of risk assessment and mitigation

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

- Degree in Business Management or similar qualification
- Life Office Management Association (LOMA) or equivalent qualification will be an asset
- Certified Anti-Money Laundering Specialist (CAMS) or Professional certification in Risk and Compliance will be an asset
- Professional certification in BCP will be an asset