

JOB DESCRIPTION

Job Title	Risk and Compliance Assistant	Job Reference No.	
Department	Risk & Compliance	Created / Revised	July 2022
Reports to:	Assistant Manager, Risk and Compliance	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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OVERALL RESPONSIBILITIES

The Risk and Compliance Assistant supports the wider Risk and Compliance team in developing and promoting the business' Risk and Compliance Framework, the Business Continuity Management (BCM) framework and assists in ensuring compliance with all legal and regulatory obligations.

ACCOUNTABILITIES

- Assists in the development and implementation of a Regulatory Risk and Compliance Framework with supporting programs, policies and procedures.
- Assists with the development and implementation of an effective Business Continuity Management (BCM) Framework.
- Performs and supports compliance audits, risk assessments and ongoing monitoring activities.
- Maintains compliance and risk and other departmental registers.
- Coordinates the annual policy update process.
- Assists with the identification of measures to mitigate risks and non-compliance gaps and presents same for management's consideration.
- Provides support to internal departments in correcting compliance, risk and BCM issues.
- Reviews, monitors, and reports on action plans in response to audit findings, compliance reviews and risk assessments.
- Assists 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.
- Assists with the review of Risk Management, Compliance and BCM policies, procedures.
- Coordinates and completes departmental reports and regulatory and compliance filings.
- Administers and oversees the CPD Platform annually and as needed.
- Assist with the review of the Risk and Compliance and BCM Frameworks (with supporting programs, policies and procedures) to ensure they remain relevant and fit for purpose.

- Stays abreast of industry and compliance changes; recommends and implements changes to internal company processes as needed.
- Undertake 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 three (3) years' experience in a Risk, Compliance or Audit
- 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)

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

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

*Please note that the details outlined above are subject to change, based on the exigencies of the business