

## JOB DESCRIPTION

Job Title	Assistant Manager – Compliance	Job Reference No.	
Department	Risk and Compliance	Created / Revised	Jan 2024
Reports to	Senior Manager Compliance & Data Privacy	Staff Supervised	1

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

### JOB SUMMARY:

The Assistant Manager – Compliance, will play a critical role in ensuring that the organization operates within the legal and regulatory frameworks governing Compliance. This leadership position requires a strategic thinker with an understanding of Compliance Standards, and the ability to implement and oversee effective Compliance Frameworks including an Anti-money laundering and Counter Financing Terrorist (AML/CFT) Compliance Program. The incumbent will be responsible for the individuals who will report into this role, whether fully or partially, to achieve organizational objectives in alignment with legal and regulatory requirements.

### ACCOUNTABILITIES

- Assist with Developing, implementing, and managing an effective Compliance Management Framework and supporting program policies to ensure adherence to relevant laws, regulations, and industry standards.
- Assist with conducting periodic Compliance Risk Assessment and Audits, as well as ongoing monitoring of activities to ensure compliance issues/concerns are being appropriately evaluated, investigated, and resolved.
- Identify measures to control and mitigate non-compliance occurrences, present recommendations for management’s consideration, and implement approved measures.
- Support the fostering of a culture of awareness and accountability regarding compliance by assisting to develop training programs for the Board and staff on the Compliance programs including AML/CFT.
- Assist with the Interpretation and analysis of regulatory requirements and provide guidance to internal stakeholders, collaborating with them to resolve compliance related matters.
- Respond to regulatory inquiries and requests and assist in regulatory examinations and audits.
- Ensure the maintenance of accurate records and documentation related to compliance activities and reporting.
- Stay updated with relevant regulations, laws, and guidelines to ensure compliance with all regulatory requirements.

- Provide day-to-day on-going support for the compliance program. Provide updates to the Manager through regular reporting and reviews.
- Support the activities for business continuity including the coordinating testing exercises.
- 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.
- Undertake other responsibilities and projects as assigned from time to time.
- Assessing work performance of direct report, setting goals and deadlines in ways that comply with company policies and procedures for employee development.
- Organize compliance workflow and ensure team members understand their duties and delegated tasks.
- Managing and assessing direct report's productivity and providing constructive feedback and coaching.
- Serve as a conduit of communication between direct report and senior management.

### **SKILLS REQUIREMENTS**

- Proficient analytical legal 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;
- Superior organizational skills with attention to detail; ability to meet deadlines and work well under pressure.
- The ability to identify opportunities to improve performance and efficiencies in existing systems.
- Ethical, with the ability to remain impartial and report all non-compliances;
- Ability to handle confidential information.

### **EXPERIENCE REQUIREMENTS**

- Three (3) years' experience in a similar role at a Finance Institution (e.g. Compliance, Legal and Data Protection).
- Knowledge of the legal and regulatory framework applicable to Insurance Companies.
- Legal training or experience would be an asset

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

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