

# Compliance Manager Job Description

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## **Duties and Responsibilities:**

- Design and implement programs/policies useful in ensuring compliance with government and legal regulations
- Monitor laws and regulations with possible impact on company business processes
- Prepare and present to company management compliance reports useful in taking key business decisions
- Conduct investigations to identify the root of a compliance issue in order to resolve it
- Provide training to educate company staff on important compliance procedures and policies
- Liaise with the human resource department to ensure appropriate disciplinary action is taken against compliance violation
- Proffer recommendations to company management on strategies required for improved compliance procedures
- Evaluate analytical procedures to ensure they comply with regulatory standards
- Oversee the installation of surveillance technology required for adequate monitoring of important areas
- Conduct risk assessments on company products and operations in order to identify risks and develop appropriate risk management strategy
- Ensure proper documentation of compliance activities for reference purposes
- Liaise with legal attorneys to address legal compliance issues
- Maintain an up-to-date knowledge of regulatory development and trends which apply to business area
- Revise and modify company policies to minimize risk of legal non-compliance issue.

## **Compliance Manager Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** To become a compliance manager, you require a Bachelor's degree in business administration, finance, law, or in other disciplines related to specific compliance industry. At least five years of experience as a compliance officer is required for the job. Certifications from recognized compliance body is also necessary qualification to have for this position
- **Communication Skill:** Compliance managers are able to provide training to company staff using plain and simple language to communicate compliance goals and procedures
- **Analytical Skill:** They are versed in conducting research to identify and tackle business areas with high risk of non-compliance
- **Reporting Skill:** They are able to produce compliance reports useful in making necessary business adjustments.