

# Compliance Officer Job Description

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## **Duties and Responsibilities:**

- Prepare schedules and timetables for the inspection of management practices
- Conduct periodic assessment of an organization's operations to ensure they are in line with external and internal regulations
- Develop and implement strategies necessary for minimizing risk of non-compliance
- Produce and interpret reports of inspection to provide information useful in taking appropriate business decisions
- Maintain an up-to-date knowledge of specialized and general business policies in order to effectively manage risks
- Monitor compliance risk controls to identify deviations and proffer recommendations on management of compliance issues
- Elaborate policy details to company management to provide insight and understanding of set laws
- Correct and address issues of non-compliance in a manner that limits recurrence and promotes adherence to set rules
- Organize training programs to enlighten company staff on the benefits and consequences associated with either complying or defying external or internal regulations
- Liaise with relevant authorities and professionals to analyze and develop standards for compliance
- Conduct amendment of policies as part strategies for minimizing compliance risks
- Prepare for external compliance audits by carrying out internal audits to ensure all regulatory requirements are maintained
- Perform laboratory or technical tests on company products, equipment or environment when conducting compliance inspection
- Attend educational programs and conferences to stay up-to-date on regulatory developments.

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

- **Education and Training:** To become a compliance officer, you require a Bachelor's degree in relevant business or science discipline. Working as a compliance officer in the finance field may require an accounting, economics, or a related business degree, while an environmental compliance officer may require an environmental science or law degree
- **Analytical Skills:** Compliance officers are adept at conducting inspections and audits to determine if a company conforms to set external and internal regulations
- **Communication Skills:** They are able to interpret inspection results as well as proffer compliance recommendations to company management using appropriate language and expression
- **Ethical Qualities:** Compliance officers exercise a high level of integrity and honesty in performing their duties.