

Regulatory Compliance Officer Job Description

- Ensuring that the organization complies with outside regulatory and legal requirements, as well as internal policies and bylaws
- Working hand in hand with management and staff to identify and manage regulatory risk
- Having appropriate disciplinary measures in place in the event of a regulatory breach in order to avoid a future recurrence
- Maintaining open lines of communication with all relevant decision makers and stakeholders in order to keep all parties informed of regulatory changes
- Organizing regular training sessions for employees in order to efficiently communicate key regulatory changes and updates
- Ensuring standards through disciplinary policies to ensure the organization achieves and maintains government compliance
- Creating and implementing organizational policies, standards, and procedures to comply with applicable regulations
- Ensuring that the company is equipped with internal controls that adequately measure and manage the risks it faces.