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# Example of Assurance Senior Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assurance senior manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assurance senior manager

* Conduct regulatory assurance reviews of key areas identified via the annual risk and control self-assessment exercise, those requested by Compliance management or other areas within the Business
* Maintain effective oversight of the Asia regulatory universe, review and testing coverage
* Provide meaningful and timely reports of reviews conducted
* Monitor and track the actions resulting from exceptions noted during reviews up until successful closure
* Drive initiatives to achieve greater compliance and business oriented results
* Responsibility for designing a best practice, outsourced, service provider oversight programme
* Manage the day to day activities of the team across UK and US locations
* Support to the CF10a for UK CASS & Client Money Compliance
* Support to Board of Directors in their engagement of fund administration services
* Support to internal committees and working groups as part of overall governance structure

## Qualifications for assurance senior manager

* MBA / Masters Degree or equivalent experience in a technical/scientific field, engineering, chemistry, biology, or mathematics
* Minimum BS/BA degree in biological sciences, chemistry, or related field
* Society of Quality Assurance Registered Quality Assurance Professional in GCP preferred
* Excellent working knowledge of GCP and GVP -related regulatory requirements (FDA & EU) and ICH guidelines
* Bachelor's Degree with 8+ years of relevant work experience in pharmaceutical or biotech industry
* Minimum of 5+ years of QA product disposition and compliance experience supporting manufacturing in pharmaceutical or biotech industry