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# Example of Compliance Manager / Project Manager Job Description

Our company is growing rapidly and is looking for a compliance manager / project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compliance manager / project manager

* Carry out of Internal Audits of the Project Teams against agreed protocols and procedures defined in the Project Execution Plan and ‘our way of working’ and maintaining the appropriate audit logs
* Ensure Compliance Monitoring data is compiled in a format agreed with the Project Director/s, and structured to meet Handover requirements and timescales
* Determining the external agency approval costs and scope of a project
* Managing compliance documentation to satisfy customer and regulatory requirements
* Providing compliance test reports to GMA contacts to assure worldwide approvals for all products
* Manage/coordinate activities of a project team, including research, analysis, documentation, design/development, testing, problem resolution, training, status reporting, implementation, and post-rollout review
* Proactively and timely coordinate and communicate project activities to all involved parties
* Work with the product leads to understand strategic priorities and work with project teams to design iterations ensuring the most strategic iterations are prioritized
* Help establish and maintain a Project Execution Plan (PEP) which is compatible and subservient to the Company Integrated Management System (IMS), known as ‘our way of working’
* Carrying out of formal Quality Assessments on Tenderers / appointed Trade Contractors and their Sub-Contractors / Suppliers as appropriate in discussion with the Senior Management Team and the Project Managers

## Qualifications for compliance manager / project manager

* Experience managing projects stakeholders in a global organization
* Experience managing IT-oriented projects, user’s requirements / testing
* Self-starter with strong problem-solving and relationship management skills
* Experience with PowerSchool a plus
* Individuals in this role must possess advanced analytical skills advanced knowledge of banking, fraud, and risk
* Master's degree in a business or science discipline preferred