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# Example of Compliance Manager / Senior Manager Job Description

Our company is growing rapidly and is hiring for a compliance manager / senior manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compliance manager / senior manager

* Be responsible for developing, governing, manageing milestone tracking, budget checking and improving Prepaid Compliance Management framework
* Perform frequent audits of all mandated policies
* Work with senior Business directors and people leaders to drive up compliance across the internal and external sales teams
* Work closely with the Head of Compliance & Regulatory Affairs to design a risk based monitoring framework across multiple carriers and intermediaries in the XL Catlin Group
* Design, implement and report progress against a robust Compliance Monitoring plan
* Proactively Manage and develop the Compliance Monitoring team
* Ensure Monitoring visits are coordinated with other second and third line of defence functions
* Provide critical support, coaching and counseling to a team of Project Managers
* Provide career development and training opportunities to a team of Project Managers
* Manage the overall project to develop and later incorporate the pre-certification tool into our application development and production assurance environments

## Qualifications for compliance manager / senior manager

* Audit/Accounting designation (CIA, CPA)
* Industry designation/courses (CFA, FRM, PDO), CSI) an asset
* Must be detail oriented, with excellent oral and written communication skills
* Ability to recruit and manage staff to achieve business objectives
* 5+ years of experience with Singapore product safety / consumer compliance regulations
* Preferred paralegal (or similar) experience