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# Example of Director, Compliance Job Description

Our innovative and growing company is searching for experienced candidates for the position of director, compliance. 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 director, compliance

* Overseeing the ongoing design, development, and implementation of the compliance and ethics program, ensuring the program meets legal and regulatory requirements, addresses areas of greatest risk, and encourages managers and employees to report suspected violations without fear of retaliation
* Conducting periodic targeted risk assessments to identify potential threats and vulnerabilities, and develop action plans to mitigate the risks
* Managing all third-party screenings across the firm
* Assisting General Counsel and senior executives on compliance issues that may arise in connection with projects and offices that may be situated in countries that suffer from corruption issues
* Providing guidance and reporting to the Compliance Committee, senior management, staff, and employees on significant compliance matters and the effectiveness of the compliance program
* Update training and awareness-raising programs and materials on the Code of Conduct, anti-corruption and bribery, and ensure appropriate training across the firm
* Independently investigating and acting on matters related to compliance, including the flexibility to design and coordinate internal investigations and any resulting corrective actions across the firm and with providers and sub-providers, agents and, if appropriate, independent contractors
* Ensuring proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
* Consulting with General Counsel to resolve legal compliance issues
* Responding to government investigations and queries in coordination with the General Counsel

## Qualifications for director, compliance

* Provide Operations Compliance subject matter expertise across PO to successfully meet the standards of Regulatory requirements according to the Business Unit
* Knowledge of the US federal and state transparency reporting laws, guidance, and processes
* Where required act as liaison between the business and the regulators
* Excellent knowledge of the local regulatory environment, ongoing regulatory initiatives which impact the business lines
* Ability to manage large volume of work in a fast-paced environment with minimal supervision
* At least 7 years of compliance experience, or at least 7 years of Risk Management experience , or at least 7 years of Controls experience, or at least 7 years of Legal experience, or at least 7 years of Audit experience, specifically in consumer regulatory matters