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# Example of Manager, Compliance Job Description

Our company is looking for a manager, compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, compliance

* Promote compliance awareness and coordinate delivery of training to leaders & employees
* Continually monitor key processes to identify compliance-related risks and drive process improvements
* Partner with Division & Corporate team members to maintain awareness of upcoming changes, best practices and risks related to compliance
* Effective Business Partner for EMEA Financial Shared Services, Tax, Treasury, Manufacturing Finance, Internal Audit, Market Finance in the areas of Statutory and Internal control/SOX compliance
* Provide SOX training/updates to control owners and performers and presentations at controllership forums
* Walk through the internal controls and processes with control owners to ensure SOX/Internal Control documentation reflects activity in EMEA
* Reviewing detailed gross to net calculations that require Electronic Audit evidence and evidence of Management review to ensure support is adequate and working with Market Finance directors to enhance this evidence
* Administration of the Control Self-Assessment and Letter of Representation confirmation Processes
* Coordination of the Audit Process for EMEA under a centralized audit strategy through close relationship with Ireland based external auditors, Market Finance, Manufacturing Finance and Financial Shared Services
* Support the Centralised Statutory Preparation Process carried out by financial Shared Services and ensure adherence with statutory reporting deadlines for EMEA Support Statutory GAAP transitions if an issue in an EMEA market

## Qualifications for manager, compliance

* Preference for working knowledge on AFSL and ACL obligations and legislation
* Ability to utilize multiple technology platforms
* 7-10 years previous experience in Compliance and/or Legal with a concentration on developing, managing and facilitating a records management program
* Previous experience at a financial services firm is required
* Experience in the Privacy Compliance field preferred
* Bachelor’s degree in business, finance, legal and/or technology required