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# Example of Program Controls Job Description

Our innovative and growing company is looking for a program controls. 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 program controls

* Ensure that the IAS program is well understood, complied with, and embedded in BAU practices and procedures in APAC
* Understand regulatory requirements in APAC associated with Inter-Affiliate outsourcing and ensure related controls are incorporated into the current IAS process where appropriate
* Act as a central point of contact for tracking, monitoring, and reporting IAS activity in APAC
* Undertake quality assurance assessments of LoBs and Corporate Groups
* Manage projects and partner with operations managers in internal and external audits
* Develop, implement, oversee and execute Quality Control Program that focuses on key risks and evaluate the effectiveness of mitigating controls
* Perform management reporting and engage management on appropriate actions
* Evaluate the accuracy and completeness of Control Self Assessments (RCSA / COI)
* Perform gatekeeper function for addition of Phoenix issues and action plans and closure of completed action plans
* Ensure that internal and external audit issues are documented and dispositioned in Phoenix

## Qualifications for program controls

* Identifies and communicates outstanding requirements or potential issues to stakeholders in a timely manner
* Identifies and executes process improvements and provides support on key regional initiatives
* Flexible, resilient problem-solver with a can-do attitude
* Knowledge of APAC regulatory requirements and environment preferred
* Responsible for CSAs, Errors, Fines and Losses (EF&L), Business Continuity, SOX, Red Events, Breaches/Incidents and Quality Assurance
* Responsible for the content, consolidation and distribution of monthly Risk and Control reports including CSAs, EF&Ls, Audit Follow-ups, Controls Testing and Miscellaneous Special Risk and Control Topics