



Example of Leader Compliance Job Description

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Our growing company is looking to fill the role of leader compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for leader compliance

- Provide assistance in developing and implementing key internal controls for new acquisitions in the region
- Create and document key internal controls relative to new and current processes
- Working closely with the Plant Finance Controller and Operational teams review operational metrics and KPIs to ensure manufacturing performance is measured appropriately for each respective business and product group
- Create a link between the SOX requirements and the commercial requirements of the site ensuring SOX controls are linked to driving improvements in financial performance, working with the corporate controls team to standardize any changes
- Perform process reviews to evaluate internal controls, information systems, and current business practices to ensure they are operating in accordance with SOX compliance/documentation requirements and established corporate policies
- Assist in the development and continuous analysis of identified key internal controls to ensure SOX documentation remains effective
- Help improve the internal control environment by streamlining the performance of manual controls through the use of technology
- Identify SOX impact of changes in the control environment due to changes in accounting regulations, internal control policies, and system enhancements or implementations, and make determinations for changes to existing control processes or adding new control processes when necessary

- Provide fundamental guidance and standards for ensuring that the actions taken by internal control process owners are adequate to support quarterly and year-end management assertions in their assessment of an effective internal control environment

Qualifications for leader compliance

- Demonstrable verbal and written fluency in English
- Reporting tool Oracle's BI/Discoverer/Business Objects
- Excellent communication and writing skills including policy and procedure development
- Must have a passion for innovation, be comfortable defining a way forward in the face of ambiguity, have the ability to scale and influence broadly, and the ability to dive deep and pay attention to details
- Must enjoy working in a highly collaborative, fast paced environment
- Experience as the Chief Information Security Officer (or equivalent) of a public sector entity (government agency, educational institution,), or of an enterprise in a regulated industry (financial services, healthcare)