



Example of Senior Compliance Manager Job Description

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Our company is growing rapidly and is looking to fill the role of senior compliance 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 senior compliance manager

- Work cross-organizationally to develop commercial information security programs, strategies and capabilities to meet compliance standards
- Examples include offering internal management consultancy advice and practical assistance on information security risk and control matters throughout the organization and promoting the commercial advantages of managing information security and operational compliance risks in a more efficient and effective manner
- May oversee compliance exception reporting processes and take appropriate action, as required
- May draft and update written supervisory procedure manuals required by the SEC
- Continually evaluates the department structure and strategic plan, considering future growth
- Manage all components of a review (including scope and approach) and members of the review team to ensure that reviews are delivered to the expected quality within the agreed timeframe
- Promote a proactive compliance culture, delivering advice and guidance to the business/support functions
- Build and maintain a network of relationships with business partners
- Serves as source of subject matter compliance expertise, participating in resolving compliance issues and promoting effective and consistent management of compliance risks

with processes to gain efficiencies, avoid unnecessary redundancies, and are aligned to business and customer risk profile

Qualifications for senior compliance manager

- Associate's degree & 10 years of Regulatory, Compliance or Legal experience
- Minimum 3 years of compliance related working experience in insurance or financial services sector (experience of audit / risk management or from regulatory institutions can also be considered)
- Sound knowledge of regulatory requirements of life and general insurance, including licensing, data protection, anti-money laundering, anti-bribery, product compliance
- At least 5 years of experience in compliance, or at least 5 years of experience in legal, or at least 5 years of experience in controls, or at least 5 years of experience in audit, specifically within AML
- 7 years of experience in compliance, or 7 years of experience in legal, or 7 years of experience in controls, or 7 years of experience in audit, specifically within AML
- CRCM certification or ACAMS certification