



Example of Team Lead, Compliance Team Job Description

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Our company is looking for a team lead, compliance team. 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 team lead, compliance team

- Enhance and oversee the Records Management Framework
- Performs other duties as appropriate or assigned
- Evaluate root causes of problems and identifies options for improvement
- Supervise a team of Contracts Specialists and apply project management principles to ensure the timely execution of contracting activities for the company's corporate end user departments (including, but not limited to HR, IT, Property Leases, Training)
- Identify, facilitate and lead continuous improvement projects within the Supply Chain function, develop strategies and execute activities to implement those improvements with appropriate Stakeholder engagement
- Collaborate with stakeholders to determine long term contracting strategies
- Manage long term contracting plan and liaise with stakeholders to incorporate into the 2-year Operations integrated plan
- Ensure C&P Department compliance with local, corporate, Joint Venture and regulatory requirements and procedures and ensure reporting timelines are met
- Assist the Local Content Team with regulatory reporting
- Assess the regulatory requirements for Bayu-Undan C&P activities, and determine possible areas for improvement of processes

Qualifications for team lead, compliance team

- Anti-corruption and anti-bribery risk issues, including familiarity with the corruption/bribery risk associated with various CSAs/LOBs and their application to the business and strategies of the Enterprise
- Strong ability to plan and organise own workload and those of others utilising proven project management skills as evidenced by track record of delivering results on time and to a high degree of accuracy
- Ability to clearly report on results and recommendations, including reporting to the regulators, the Board and others as required
- Bachelor's degree or equivalent work experience
- Multinational experience ideally
- Minimum of 6-10 years of tax compliance and income tax accounting experience in a major enterprise with focus on the energy industry