JOB DESCRIPTION

JOB TITLE: RISK AND COMPLIANCE MANAGER

Reports to: The Executive Director

Job Summary:

The Risk and Compliance Manager works with the organization to advise Management of any potential risks that may affect the reputation, safety, security, financial sustainability and existence of the organization. He is expected to provide a better assessment of the risk management policies and protocols in order to come up with policies and recommendations to avoid threats, reduce or transfer risks and/or mitigate the effects of those which are essentially unavoidable. The responsibility includes managing the risks associated to the organization, employees, customers, reputation, assets and interests of stakeholders. As such he will be working in a variety of sections and specialize in a number of areas including:

- Business continuity
- Corporate governance
- Enterprise/Operational risk
- Information and security risk
- Market and credit risk
- Regulatory and legal risk
- Technology risk

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, designs and implements an overall risk management process for the organization;
2. Conducts risk assessment, which involves analyzing risks as well as identifying, describing and estimate the risks affecting the organization;
3. Prepares risk evaluation, which involves comparing estimated risks with criteria established by the organization such as costs, legal requirements and environmental factors and evaluating the organization’s ‘risk appetite’, i.e. the level of risk they are prepared to accept;
4. Prepares risk reporting in an appropriate way for different audiences, for example, to the Executive Committee or the Board of Trustees, so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individuals to understand their accountability for individual risks;
5. Handles corporate governance involving external risk reporting to stakeholders;
6. Carries out processes such as purchasing insurance, implementing health and safety measures and making business continuity plans, to limit risks and prepare for if things go wrong;
7. Ensures the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct.
8. Conducts audits of policy and compliance to standards, including liaison with internal and external auditors;
9. Provides support, education and training to staff to build risk awareness within the organization.
10. Assists in performing all tasks necessary to achieve the organization's mission and helps execute staff succession and growth plans.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possess technical acumen
- Problem-solving and decision-making abilities
- Analytical skills and a good eye for detail
- Planning and organizational skills
- Negotiation skills and ability
- Commercial awareness
- Good communication and presentation skills
- Numerical skills and the ability to evaluate costs
- Ability to understand broad business issues
- Good orientation of insurance, health, safety policies, disaster recovery measures and business continuity plans
- Possess knowledge of organization’s culture and structure
- With strong background in finance, economics, law, risk management, statistics
- Ability to develop and entrench change techniques in an organization
- Ability to build on the vision of the business organization
- Ability to design, carry out analysis, and model business processes
- Skill for risk mitigation simulation
- Ability to benchmark and analyze various business risks
- Strong analytical background, a problem solver and have excellent diagramming and communication skills
- Ability to make decisions fast and establish rules on risk management
- Ability to run workshops and meetings
- Organizational development, human resources, and program operations
- General office software and use of databases
- Manage and supervise staff, including regular progress reviews and plans for improvement
- Ability to motivate teams to produce quality work within tight timeframes and simultaneously manage several projects
BEHAVIORAL QUALITIES

- A person with proven integrity – honest and truthful
- A person of passion and heart for social development work
- A visionary
- Emotionally mature
- Has a positive outlook of life
- Proactive and open-minded
- Enthusiastic and a person of high energy and drive
- A person of good judgment, tact and diplomacy
- A person of influence - can convey and concretize thoughts, ideas and opinions aligned to the philosophy and brand of the Foundation.

EDUCATION AND EXPERIENCE

Education:

- Completion of a bachelor's degree in Finance, Economics, Industrial Engineering, Accounting or courses with risk management content

Experience:

- One to five years experience as risk analyst in a financial organization/company
- One to two years experience as risk manager level