

Compliance Officer

Title

Compliance Officer

Reports To

Chief Executive Officer

Summary

The Compliance Officer will primarily be responsible to maintain the integrity of Farmers Bank (Pty.) Ltd. by ensuring compliance with all outside regulatory requirements as well as internal policies and procedures. This position will establish, communicate and maintain a Corporate Compliance Program that ensures adherence to compliance requirements. This role will also develop, implement and update corporate policies to support the Corporate Compliance Program. The Compliance Officer must be able to interpret and apply legislation, and to explain legislatively complex information to various stakeholders.

Core Competencies

- Accountability
- Analytical Thinking
- Communication
- Critical Thinking
- Decision Making
- Networking and Relationship Building
- Organizational and Environmental Awareness
- Risk Management
- Service Orientation

Job Duties

- Develop, lead, implement and manage a Corporate Compliance Program.
- Monitor the performance of the Corporate Compliance Program and take appropriate steps to improve its effectiveness.
- Create, review, implement and update corporate policies and operational procedures.
- Prepare, monitor and update compliance plans regularly.
- Implement changes to policies, procedures and programs that will serve to improve the organization's compliance.
- Lead and support the development of processes, tools and resources to support compliance initiatives that align with corporate goals and objectives.
- Develop and deliver applicable compliance training and associated materials, including: New hire compliance orientation and ongoing employee/management compliance training.
- Monitor progress and evaluate the impact of compliance training programs and initiate modifications to the program, as required.
- Conduct compliance research to identify and analyze compliance requirements.
- Complete compliance risk assessments to identify vulnerabilities and implement appropriate corrective and follow-up actions.

- Review and assess corporate compliance and associated documentation to ensure operational adherence.
- Coordinate the compliance activities of all departments.
- Prepare and deliver compliance reports.
- Establish employee reporting channels to provide employees with a way to report without fear of reprisal.
- Investigate, evaluate, respond and resolve alleged compliance violations.
- Establish and manage a compliance improvement and compliance violations reporting system.
- Ensure the proper reporting of violations and potential violations to authorized external agencies.
- Provide interpretation, guidance and advice on corporate compliance requirements, including: Legislation, regulation and policy requirements.
- Lead internal compliance audits.
- Coordinate with external regulatory agencies for audits, where necessary.
- Establish and chair a Compliance Committee, where required.
- Conduct and attend meetings as required.
- Other duties as assigned.

Requirements

- Post-secondary degree or diploma in a related field.
- 10 years of progressive experience in a role responsible for ensuring regulatory compliance.
- 10+ years of experience in the Banking industry required.
- Able to read and interpret legislation, regulations and other legal documents.
- Knowledge of various compliance frameworks.
- Proven experience with driving improvements in regulatory compliance.
- Demonstrated ability to develop and deliver training and associated documentation.
- Excellent interpersonal and communication skills.
- Able to prioritize and manage conflicting demands.
- Maintain professional skills and refine expertise through appropriate educational/developmental activities.
- Proven ability to identify, analyze and resolve problems/conflict quickly.
- Able to build and maintain lasting relationships.
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint).