Job Description

Student’s Name

Institutional Affiliation

Job Description

The job that I am familiar with and one that I can conduct a job description on is that of a Risk and Compliance manager. In the modern world, it is imperative that every workplace or organization has a risk and compliance manager. The manager is tasked with the duty of ensuring that all risks are properly assessed and various measures developed so as to reduce the risks and uncertainties that affect various business operations. The risk and compliance manager should also ensure that the company complies with all the laws and regulations within the jurisdiction or industry.

Risk and Compliance Manager Qualifications and Requirements

1. A bachelor’s degree in any of the following fields:

* Management
* Economics
* Business
* Accounting

1. Excellent communication skills
2. Ability to prioritize and manage work appropriately
3. Analytical mind and skills
4. Creative and critical thinking skills
5. Ability to work under considerable pressure and tight deadlines
6. Impeccable problem-solving techniques
7. Must be detail-oriented
8. Ability to interpret data
9. Must possess great organization skills
10. Must of be of high and unquestionable integrity
11. People skills such as relationship building skills
12. Must possess relevant knowledge on information technology and its role in risk management and compliance

Duties and Responsibilities of a Risk and Compliance Manager

1. Conducting risk assessment training workshops
2. Conduct internal reviews of the various systems to ensure compliance
3. Oversee all compliance issues across the institution
4. Assess operational risks and determine what strategies can be employed to mitigate them
5. Conduct environmental audits to ensure that the company does not harm the environment
6. Conduct investigations and follow-ups on the compliance issues within the organization
7. Disseminate information to all parties in regards to compliance issues
8. Discuss emerging issues within compliance and how the organization can ensure compliance
9. File all information in regards to compliance to the relevant authorities
10. Evaluate the effectiveness of all testing procedures that ensure quality of products and services that are delivered to the market
11. Conduct consultations with relevant individuals on issues concerning compliance
12. Advise internal managers on the various strategies that can be adopted to ensure compliance with all operational standards and programs (Sinnett, 2016)
13. Review and update all policies on compliance
14. Educate members of staff on the various ways that they can ensure compliance and risk management in their activities
15. Create awareness among the technical professionals through education on the best compliance strategies that can be adopted
16. Ensure that all regulatory requirements are communicated, documented, and implemented appropriately
17. Ensure that the company adheres to all the standards that have been set by the various regulatory bodies
18. Interpreting risks to all individuals across the organization
19. Reporting to managers to the best strategies to ensure risk management and compliance
20. Provide assistance to the internal auditors when they are conducting compliance reviews for the organization
21. Report and document all violations that have been conducted in regards to all compliance issues
22. Collaborate with the human resource function to ensure that appropriate individuals are selected to undertake all activities in regards to compliance and risk control
23. Implement improvements that can be conducted on risk management and compliance
24. Develop risk management strategies for the whole organization

Reference

Sinnett, W. M. (2016). *Managing governance, risk and compliance with enterprise content*

*management*. Morristown, NJ: Financial Executives Research Foundation.