



Governance Executive

Responsibilities

- Maintain and update the governance framework
- Monitor compliance with requirements in framework and business processes
- Review the adequacy and effectiveness of internal controls for organization processes, provide recommendation to mitigate the various risks identified and addressed
- Establish and maintain a record of monthly, quarterly, reporting procedures or checklist to ensure correct process are compliance by various departments
- Facilitate the flow of information, i.e to provide key information to managers, board members and committees
- Investigate and respond to compliance risk issues, work with other sections to ensure adequate resolutions
- Serve as a resource for staff regarding risk and compliance matters
- Internal review of process (as per internal audit non-production)
- Review of Inventory aging and level to relevant and ensure any obsolete stocks to be managed

Requirements

- Bachelor's degree; experience in compliance, legal or other control-related function in financial services firm, regulatory organization, or legal/consulting firm, or a combination thereof;
- Experience of over 5 years in compliance/audit and middle office work
- Knowledge of Compliance laws, rules, regulations, risks and typologies
- A self-starter, flexible, innovative and adaptable
- Ability to both work independently and collaborate with teams members
- Strong interpersonal skills with the ability to work collaboratively and with people at all levels of the organization
- Strong written & spoken English and verbal communication and interpersonal skills
- Ability to both work collaboratively and independently; ability to navigate a complex organization
- Proficient in MS Office applications (Excel, Word, PowerPoint)
- Demonstrated knowledge in area of focus
- Ability to maintain confidentiality, detail-oriented, organised, critical thinker and strong analytical skills