

JOB DESCRIPTION

TITLE: HEAD OF COMPLIANCE

GENERAL SUMMARY

DeCare is currently looking for a Head of Compliance to join the team. As head of compliance for the Irish entity the person will play a strategic part in the executive management team and provide regular reports to the DeCare Board of Directors.

The ideal person will have a strong compliance background with management level experience who is keen to take on a leadership role and ensure that the highest ethical and compliant cultures continues to be distilled throughout the organisation.

This position will be based in Claremorris, primarily office based with flexibility for a degree of remote working.

RELATIONSHIP/ KEY RESPONSIBILITIES:

Reporting to the CEO the key responsibilities of the role will include:

Regulatory Compliance

- To be the PCF-12 Head of Compliance for DeCare
- Provide support and advice to the Board and the firm on compliance and regulatory matters.
- Drafting and presenting quarterly compliance reports to the DeCare Board.
- Ensuring compliance with the company's regulatory requirements under the CBI.
- Identifying and managing compliance risk
- Supporting executive management in embedding a strong and effective compliance culture across the firm.
- Monitoring upstream regulatory risks and providing relevant advice and analysis to the firm.
- Implementing and managing a compliance framework for DDII including, inter alia, a compliance risk assessment, annual compliance plan and risk-based testing and monitoring programme.
- Act as the main point of contact and maintain effective working relationships with relevant regulators.
- Managing routine and ad hoc audits, reports and regulatory reviews and for implementation of any recommendations.
- Conducting, and supervising the conduct of, regular and appropriate compliance training members of staff
- Implementing and maintaining DeCare compliance policies and procedures.
- Responsibility for management of complaints received by the firm.
- Complete and submit half yearly conduct of Business Returns to regulator
- Ensuring relevant staff meet and adhere to Fitness & Probity requirements, including obtaining CBI pre-approvals where required.
- Report on a timely basis any significant compliance issues to the executive management

Data Protection

- To be the Companies Data Protection Officer
- Support the Board and the Data Protection Officer by driving the delivery, and continued enhancement and improvement, of the firm's Data Protection Framework.
- To identify and report on Key Risk Indicators relating to Data Protection
- Carry out Data Protection Horizon Scanning
- Produce consistent and high-quality reports to the firm's executive management, Board and Risk Committee
- Assist in the identification and resolution of any data breaches and data errors that arise
- Act as the firm's point of contact for all data protection related queries by providing timely advice and support to the firm's business units.
- Ensure procedures, processes and documentation continues to meet best practice in GDPR compliance.
- Liaise with internal teams and stakeholders to embed GDPR into current business processes
- Conductor regular Data privacy impact assessments.
- Draft and Review Data protection agreements with supplies and customers
- Provide training and communications on data protection (and other regulatory topics as required) to ensure awareness of the regulatory requirements and to support the delivery of a culture of compliance

Payments Coordination

- Oversee the Payments collection system to ensure all transactions are processed successfully
- Keep apprised on changes to regulations and manage any required updates of the payments system
- Investigate and resolve any failed transactions
- Ensure reconciliation and reporting of balances on customer accounts is complete and all transactions are recorded into the finance system.

Documentation

- Maintain ownership of document control and records management of all DeCare policies ensuring that all documents are accurate and up to date.
- Provide training in good documentation practice to colleagues
- Work with business areas to ensure policies and procedures are in compliance with all relevant laws and regulations
- Work with business areas to ensure policies and procedures are
- reviewed, updated and approved as required on at least an annual basis

Any other duties

- The above are not exhaustive responsibilities and flexibility will be a key requirement for this role
- The successful candidate may be required to work overtime as from time to time

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience of working in Compliance function within a regulated environment and knowledge of the risk and compliance requirements associated with this.
- Knowledge of Ireland regulatory rules in relation to customer on-boarding
- Strong PC skills and Microsoft Office – Word, Excel
- Excellent verbal and written communication skill
- Educated to degree level or equivalent
- LCOI qualification desirable

Approvals and Dates

Name and Title

Date

Name and Title (HR)

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.