

JOB SUMMARY

Responsible for overseeing the organization's compliance with company policies and IFRS. Includes coordinating with company's management to identify potential risks, implementing policies and procedures to uphold laws and regulations and monitoring the company's adherence to those policies and procedures.

EDUCATION

- a) ACCA or CIA qualified with a minimum of 5 years post qualification experience.

EXPERIENCE

- a) Proven experience as a Compliance Officer or Compliance Manager, or Internal Auditor
- b) Experience in risk management is a plus.
- c) Strong knowledge of industry protocols and best practices, as well as professional standards
- d) Must have a strong moral code and sense of ethics.
- e) Business acumen

COMPETENCIES

- a) Identifies critical connections and patterns in information/data.
- b) Soundly analyses verbal and numerical data.
- c) Seeks a wide range of sources of information.
- d) Identifies gaps in information and makes assumptions to continue analysis and/or act.
- e) Carefully monitors and checks the details, quality, and accuracy of own and others' work.
- f) Sets up procedures to ensure high quality of work.
- g) Acts to verify information and work done.
- h) Demonstrates acute attention to detail when analyzing data from the process and takes action to ensure product quality and minimization of waste.
- i) Responds appropriately, accurately, and promptly to requests for information and clarifies non-routine matters.
- j) Information and messages are conveyed accurately and promptly, and content of message is structured logically.
- k) Adjusts the format and language to suit the requirements of different audiences
- l) Initiates communication and keeps others informed as necessary.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- a) Develop and implement a compliance program to ensure the organization operates in accordance with local and other applicable legislation, group and company policies, financial reporting standards and any other applicable framework.
- b) Develop and implement compliance policies and compliance protocols across the organization.
- c) Determine compliance metrics and establish a system for tracking and reporting them.
- d) Perform compliance audits to determine whether established protocols are being followed and where they can be improved.
- e) Report to the Finance Director concerning the organization's compliance with accounting standards, laws, and regulations.
- f) Create sound internal controls, policies, and monitor adherence to them.
- g) Proactively audit processes, practices, and documents to identify weaknesses., and report these to the Finance Director.
- h) Evaluate business activities to assess compliance risk.
- i) Set plans to manage a crisis or compliance violation.
- j) Educate and train employees on regulations, accounting, and industry practices.
- k) Address employee concerns or questions on compliance.
- l) Keep abreast of internal standards and business goals.
- m) Monitors the company's progress on closure of reported audit issues.
- n) Updates the audit issues tracker monthly (or as required), by liaising with functional areas across the business to understand and evaluate the corrective measures implemented.
- o) Identifies and flags any risks to closure of audit issues and supports the affected business function in developing and implementing remediation measures. Tracks progress to closure.
- p) Prepares reports as required for the Finance Director & CEO and any other party as directed by the Finance Director.
- q) Collaborate with internal and external auditors and HR when needed.
- r) Coordinates submissions to auditors through liaison with the finance team management.
- s) Follows up on audit requests as directed by the Finance Director.

ACCOUNTABILITY

The Compliance Officer reports directly to the Finance Director and CEO.

Applications must be emailed to talent@roscopro.com by Friday 16th May, 2025 or hand delivered directly to the office of the HRM; Point Lisas location.
Please include email Subject: COMPLIANCE OFFICER