



ST. CANICE'S CREDIT UNION

St. Canice's Kilkenny Credit Union Ltd.

is now inviting applications for the following position

Compliance & Risk Manager (Specified purpose Maternity Cover) Ref: CRM2017

Principal responsibilities of the Role:

The Compliance and Risk Manager (CRM) will report to the CEO and the Board of Directors of St Canice's Kilkenny Credit Union Ltd and is responsible for identifying, assessing, reporting and monitoring all internal and external risks that could affect the credit union and assisting the CEO with managing and mitigating those risks. The CRM is responsible for the management of all aspects of the day to day compliance within the credit union including acting as Data Protection Officer.

Key Responsibilities:

- Ensuring that the Credit Union is fully compliant in accordance with the provisions of the Credit Union Acts 1997 to 2012 and regulatory notices as issued by the Central Bank of Ireland.
- Ensuring that the Board of Directors and CEO stay informed of emerging statutory and legal requirements which may impact directly upon the Credit Union and advising accordingly.
- Perform the duties of the Data Protection Officer developing and maintaining the data protection policy and assist with the development and implementation of data protection procedures.
- Implementing an annual compliance plan, monitoring the activities of the credit union under the compliance plan and reporting to the Board of Directors.
- Monitoring the systems and controls in place to ensure officers comply with any applicable individual legal regulatory requirements and guidance.
- Ensuring that all obligations in relation to AML are met and producing a monthly and annual report to the Board of Directors updating them on all issues as per our AML policy.
- Advising the Board of Directors on the risk management policy, process and reporting any deviations from the risk management policy.
- Reporting on any significant risk event to the Board of Directors in a timely manner.
- Maintaining the risk management system approved by the Board of Directors including the risk register.
- Carrying out risk assessments on new products and services.
- Managing the performance of staff working in the compliance department.
- Providing training and support in the area of risk management and compliance to officers of the credit union;
- Supporting the Board of Directors in promoting a culture of risk awareness, identification and management at every level within the credit union.

The successful candidate should have the following:

- A relevant professional qualification in compliance and/or risk management (e.g. from the ACOI, IOB, LIA or PRMIA).
- A minimum of 3 – 5 years' experience working in a risk management/compliance role in a financial services environment or a related discipline such as internal audit.
- A strong knowledge of the regulatory framework for credit unions and the financial services industry.
- Excellent report writing and presentation skills.
- A proven track record of managing staff.
- Excellent multitasking skills with a personality that thrives in a vibrant, energetic work environment.

The successful candidate must meet the fitness and probity requirements under The Central Bank Reform Act 2010.

Applicants should state clearly the position they are applying for by quoting the reference **CRM2017**

Applications including CV by email only addressed to: **slattery.michelle@stcanicescu.ie**

Closing Date for receipt of application is end of business on Friday 21st July

St Canice's Credit Union Ltd is an Equal Opportunities Employer