



ROLE PROFILE

JOB TITLE:	Risk and Compliance Officer
DEPARTMENT:	Finance
REPORTING LINE: Immediate Line Manager:	Chief Finance Officer

1. PRINCIPAL OBJECTIVE OF POSITION

To identify, assess, measure, monitor and mitigate against risks to the organization and fund clients under management, and to monitor organisational compliance to regulations and legislation.

2. KEY PERFORMANCE AREAS, ACTIVITIES AND INDICATORS

Key Performance Areas / Outputs	Activities
<p>1. Organisational Compliance</p> <ul style="list-style-type: none"> Updated Company policies which are compliant with regulations and legislation Quarterly compliance monitoring report Staff awareness of regulations and processes 	<ul style="list-style-type: none"> Contribute towards the design and implementation of an effective legal compliance monitoring program, in consultation with the CFO. Draft new policies for review by Exco in consultation with various stakeholders. Review and update company policies. Advise management on the company's compliance with laws and regulations through detailed reports. Create and maintain effective action plans in response to audit discoveries and compliance violations. Conduct regular audits on company procedures, practices, and documents to identify possible weaknesses or risk. Make recommendations and agree on action plan/s with the operational team to mitigate identified risks. Keep abreast of the latest changes to regulations and processes and communicate to all employees. Coordinate the review and update of service provider SLAs.
<p>2. Trustee Corporate Governance and Compliance</p> <ul style="list-style-type: none"> Governance documentation is current and up to date Process complies with the trustee deed at all times 	<ul style="list-style-type: none"> Coordinate all trustee and trust deed changes with the external service providers to ensure the Master of the Court is updated. Verify that all Letters of Authority are accessible, current and accurate by checking accuracy, coordinating the required amendments and filing according to standard and within SLA. Verify that new deeds are registered correctly by checking the deeds for accuracy, implementing any required amendments, gaining approval of amendments from trustees and submitting to the external service provider. Maintain a register to track all documentation submitted for registration, track completion of the registration process and follow up on outstanding or delayed registration within SLA. Conduct an annual review of documentation to ensure compliance to trust deeds.

<p>3. Risk</p> <ul style="list-style-type: none"> • Action plans for risk registers are up-to-date • Staff awareness of risk management policies and frameworks • Updated incident register 	<ul style="list-style-type: none"> • Provide input into the updating of the Tshikululu risk management framework, risk management methodology and fund management risk management framework, in collaboration with the Chief Finance Officer. • Facilitate the quarterly risk management meeting to review strategic and operational risk registers for completeness and ensure that action plans are appropriate. • Maintain action plans of the risk registers (strategic and operational) by conducting analysis and monitoring progress on a monthly basis. • Report on risk management (including but not limited to risk profile report and combined assurance report) by gathering risk management information, collating and reporting on risks as per defined requirements and within deadline. • Verify that incident reports are produced and tabled at the ARC. • Train and educate Tshikululu departments and staff on risk management policies and frameworks.
<p>4. Audit, Risk and Compliance Committee</p> <ul style="list-style-type: none"> • Up-to-date ARC Calendar • ARC meetings are properly prepared • Accuracy of documentation 	<ul style="list-style-type: none"> • Maintain the annual ARC calendar. • Schedule meetings and invite members as per required quorum. • Compile and distribute documents within the agreed turnaround time by engaging with the ARC chairman, Company Secretary and Chief Finance Officer, collecting all inputs, drafting first drafts of the ARC packs, submitting for signoff and approval, coordinating printing and distributing. • Attend the ARC meetings, draft first draft documents and submit for approval and amendment within approved deadlines. • Maintain ARC confidentiality and information protection by complying with the defined confidentiality and communication protocol, confirming information that is requested before disseminating and implementing secure document use and management protocols with all ARC documentation. • Provide relevant support and guidance to ARC members as and when required by receiving instructions, evaluating and resolving as required and to standard.

3. ROLE REQUIREMENTS

Qualifications and Experience

- Minimum Degree in Law or Finance or Business Management or Risk Management or similar.
- Minimum 3 years' experience in risk management or compliance or internal auditing.

4. KEY INTERACTIONS / RELATIONSHIPS

Internal stakeholders

Chief Executive Officer
 Chief Finance Officer
 All Tshikululu Staff
 ARC Committee
 Company Secretary

External stakeholders

Clients
 Service Providers

Preference will be given to South African citizens

Appointments will be made in line with Tshikululu's Employment Equity plan and other required legislation.

Persons with disabilities are encouraged to apply.

Tshikululu Social Investments will not be liable for interview travel costs or relocation cost.

We reserve the right not to proceed with the filling of the post advertised.

An application will not in itself entitle the applicant to an interview.

Please ensure that you meet the above requirements before you apply.

Only short-listed applicants will be contacted.

If you have not been contacted within six weeks of the closing date, please accept that your application was unsuccessful.

Closing date: Applications will remain open on a rolling basis

Please email your applications to: careers@tshikululu.org.za.