

Compliance Officer

Job purpose

To ensure companywide compliance with the Governance Code, relevant legislation and funder requirements (regarding governance matters). To assist with the implementation of continuous improvement processes in the company.

Reporting to

The Finance Manager.

Hours

This is a part time position, 3 days a week, Monday to Friday.

Contract Term

Fixed term, one year contract.

Main Duties & Responsibilities

- Monitoring, and ensuring the implementation of all company policies to ensure compliance with the Governance Code for Community, Voluntary and Charity Organisations in Ireland;
- Undertake the duties of the Company Data Protection Officer;
- Ensuring Funder Contract and Service Level Agreement compliance;
- Working with the management team to document and enhance systems, process, procedures and controls across all Wexford Local Development Programmes to ensure continuous improvement on quality standards;
- To input into the further development of the company wide information management system Salesforce CRM;
- Responsibility for the achievement of a companywide Quality Assurance mark such as Q-Mark, ISO 9000 or similar external validation system;
- Provide support to Programme Co-ordinator's in the implementation of continuous improvement processes;
- Co-ordination of the company Risk Register(with the Finance Manager);
- Property Management incl. leases and maintenance for all offices;
- Manage the external IT support (with the Finance Manager);
- Company Secretarial duties and the retention of relevant Corporate Records;
- Uphold the highest standards of honesty, ethics and integrity.

Skills, Qualifications & Experience

- A relevant third level degree;
- An excellent working knowledge of Corporate Governance and Compliance requirements;
- Excellent IT Skills;
- Previous experience of internal and project file auditing;
- Experience of developing and implementing policies/procedures across an organisation;
- Experience of introducing new systems across an organisation;
- Knowledge and experience of quality systems;
- Knowledge of Data Protection procedures;
- Experience of working with public funders.

Core competencies

- Organisational skills
- Ability to work on own initiative
- Attention to detail
- Good communications skills; written and verbal.
- Results Orientated
- Influencing skills
- Analytical skills
- Problem Solving
- Decision Making skills
- Project Management
- Commitment to high quality standards of work and continuous improvement.

To apply for this position please forward your CV and a cover letter to hr@wld.ie by **12 noon, Friday, October 19th**.

When submitting your application please list the job title in the e-mail subject box i.e. *Compliance Manager*



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection