

**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 oversee 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*

