



## **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](mailto:hr@wld.ie) by **12 noon, Friday, October 19<sup>th</sup>**.

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