

## JOB DESCRIPTION

### Head of Compliance & Governance



#### Purpose

The Head of Compliance & Governance is a senior role within FinCorp's Risk & Compliance team and is also a member of the Senior Leadership Team (SLT).

Working with senior leaders the role has two core functions:

1. Leading the effective management, oversight, and guidance in relation to all matters relevant to the maintenance and strengthening of FinCorp's legal and regulatory compliance obligations while ensuring practical commercial objectives are achieved; and
2. Continually enhancing, providing business direction, and undertaking appropriate supporting actions that result in high-quality governance across FinCorp in a manner that delivers effective decision making and maintains appropriate oversight

#### Role Dimensions

- Reports to: Chief Risk Officer (CRO)
- Department: Risk & Compliance
- Job Level: TBC
- Location: Head Office, Port Moresby
- Direct Reports: TBC

#### Person Specifications

- A tertiary qualification in a relevant discipline is preferred.
- Prior senior level experience in a compliance or risk management role.
- Demonstrated experience in supporting businesses uplift their levels of awareness and understanding of compliance and regulatory obligations.
- Prior exposure across effective governance processes.
- Strong understanding of the PNG regulatory environment and necessary compliance practices with specific strengths around AML/CTF.
- Experienced user of Microsoft Word, Excel, and PowerPoint.

#### Core Competencies

- Professional with strong integrity.
- Superior written and oral communication skills.
- Sound planning, organisation, and problem-solving capabilities.
- Level-headed and calm under pressure.
- High level consultation and influencing skills and an ability to work across a range of stakeholders at various levels of authority.
- Accuracy and attention to detail.
- Quality decision making and initiative.
- Dealing with ambiguity, "can do" work ethic.

#### Leadership Competencies

- Building and being part of an effective team, including developing and motivating others, facilitating training, and delegation.
- Leading and influencing others, including those that are not direct reports, managing upwards as necessary.

## Role Specific Areas of Responsibility

Compliance	<ul style="list-style-type: none"> <li>• Develop and maintain up-to-date policies, frameworks, procedures, attestation processes, delegations of authority, charters, and other documents that support and strengthen compliance and governance across FinCorp.</li> <li>• Stay abreast of regulatory and legislative changes and assess and guide on their potential impact on FinCorp's operations.</li> <li>• Ensure regulatory requirements, laws and relevant risks are identified, mitigated, monitored, and reported in an appropriate manner.</li> <li>• Develop and maintain an up-to-date <i>Obligations Register</i> for FinCorp.</li> <li>• Develop and maintain an effective <i>Compliance Assurance Program</i> and <i>Compliance Training Program</i>. Ensure assurance mechanisms can identify and report on material non-conformances.</li> <li>• Provide guidance to business units to enable them to satisfy applicable obligations that fall under their area of accountability and support activities to implement, monitor, and maintain compliance with regulations and BPNG Prudential Standards.</li> <li>• Support and facilitate a culture of compliance, ownership, accountability, and control.</li> </ul>
AML/CTF	<ul style="list-style-type: none"> <li>• Ensure mechanisms exist to maintain compliance with the Anti-Money Laundering &amp; Counter Terrorist Financing Act (AML/CTF).</li> <li>• Acts as AML/CTF Compliance Officer for FinCorp.</li> <li>• Ensure awareness of AML/CTF requirements business wide including the provision of appropriate training to employees.</li> <li>• Lead and effectively contribute to any remediation programs or activities that support AML/CTF compliance.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Provide business direction and supporting actions that enhance effective governance, decision making and appropriate oversight.</li> <li>• Manage and undertake necessary Fit &amp; Proper assessments of new and existing responsible persons.</li> <li>• Supports secretariat services as required e.g. Risk Management Committee (RMC).</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Lead, coach and motivate staff to build organisational capability, to inspire, and to support excellent business outcomes.</li> <li>• Deputise for the CRO as required.</li> </ul>
Products and Documentation	<ul style="list-style-type: none"> <li>• Support product and service functions from a compliance perspective including the provision of advice and oversight as appropriate.</li> <li>• Review FinCorp internal and external documentation to ensure commercial aspects are balanced with compliance aspects.</li> </ul>
Employment Practices	<ul style="list-style-type: none"> <li>• Support Executive Management and the Human Resources Department to promote ethical and acceptable business and employment practices to reduce conduct risk.</li> </ul>
Analysis & Reporting	<ul style="list-style-type: none"> <li>• Identify, analyse, report, and monitor the key drivers that support effective compliance and governance.</li> <li>• Review and continuously improve systems and process to ensure accurate, thorough data is available to support quality analysis.</li> <li>• Ensure procedures and reporting systems are appropriate and satisfy relevant regulatory requirements.</li> </ul>