

## Job Title: Statutory Compliances Manager

### Position Summary:

We are seeking an experienced Statutory Compliances Manager to join our team. The ideal candidate will be responsible for ensuring that our organization is in full compliance with all the statutory and legal requirements. The role involves staying updated with the latest regulations, managing compliance audits, and liaising with regulatory bodies.

### Key Responsibilities:

- Oversee and manage all statutory compliance matters across the organization to ensure adherence to laws and regulations pertinent to the business.
- Conduct regular reviews and updates of compliance policies and procedures to reflect changes in laws and regulations.
- Coordinate with different departments to ensure that compliance procedures are implemented effectively.
- Prepare and submit timely reports to regulatory agencies and internal stakeholders.
- Lead and manage compliance audits, both internal and external, and ensure that any audit findings are addressed promptly.
- Provide training and guidance to staff on compliance-related matters to foster a compliance culture within the organization.
- Liaise with government and regulatory bodies to stay abreast of new legislation and regulatory updates that may impact the organization.
- Develop and maintain a compliance calendar to track filing deadlines and ensure timely submissions of necessary documentation.
- Advise management on the compliance implications of business strategies and proposed new initiatives.
- Manage a team of compliance professionals, setting clear goals, and providing mentorship and support to ensure their growth and success.

### Qualifications:

- A minimum of 12 years of experience in statutory compliance or a related field.
- Bachelor's degree in Law, Business Administration, or a related discipline.
- Strong understanding of relevant legislation, regulations, and industry guidelines.
- Excellent organizational skills and attention to detail.
- Proven ability to manage and lead a team.
- Strong communication and interpersonal skills, with the ability to interact effectively with all levels of management and staff.
- Proficient in the use of compliance management software and Microsoft Office Suite.

We offer a competitive salary and benefits package, as well as opportunities for professional growth within our dynamic and innovative organization. If you are a proactive, knowledgeable, and dedicated compliance professional, we encourage you to apply for this exciting opportunity.