

| SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - COMPLIANCE ADVISORY MANAGER | | | | |
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| Sector | Financial Services | | | |
| Track | Risk, Compliance and Legal | | | |
| Occupation | Compliance Officer | | | |
| Job Role | Compliance Advisory Manager | | | |
| Job Role Description | <p>The Compliance Advisory Manager is responsible for overseeing and advising on all compliance related inquiries within the organisation. He/She collaborates with stakeholders and regulators to ensure successful implementation of compliance controls, responses to emerging regulatory changes and regulatory compliance is achieved. He provides guidance on compliance subjects to internal and external stakeholders. He is also responsible for promoting compliance literacy and a culture of compliance awareness.</p> <p>The Compliance Advisory Manager's duties may require him to be contactable after office hours. He is well-versed in local and global compliance knowledge within the financial services industry. He is comfortable working with various stakeholders and articulating solutions and information to them, and he possesses strong communication and interpersonal skills. He showcases good judgment and is able to synthesise information to create solutions that are fit to context.</p> | | | |
| Critical Work Functions and Key Tasks | Critical Work Functions | Maintain central compliance frameworks | Key Tasks | |
| | | | Develop and update organisational compliance policies, processes and procedures | |
| | | | Refine and enhance compliance strategies, policies and frameworks to reflect changes in regulatory requirements and standards | |
| | | | Ensure approach to frameworks and solutions are aligned across risk management functions, regulatory needs and financial crime compliance | |
| | | | Identify and assess compliance risks and control gaps and propose mitigation activities | |
| | | | Propose recommendations to address findings of scenario analyses, stress tests and compliance risk assessments | |
| | Disseminate updates on compliance strategies, policies and frameworks to senior management and the organisation | | | |
| | Guide the implementation of compliance controls and remediation activities | Develop guidelines for the implementation of compliance controls and risk management activities | | |
| | | Review and propose activities to improve compliance controls and address deficiencies | | |
| | | Develop response activity strategies for regulatory compliance breaches | | |
| | | Analyse findings of organisation-wide compliance risk assessments to identify corrective actions | | |
| | | Conduct periodic review and monitoring of compliance implementation across business units to identify improvements | | |
| | | Approve product advertising and/or public-facing marketing collaterals based on compliance review findings | | |
| | Promote compliance literacy and culture of compliance awareness | Develop and implement strategies to promote a culture of compliance awareness and overall compliance literacy within the organisation | | |
| | | Conduct compliance-related training and knowledge sharing activities | | |
| | | Communicate and share resources relating to compliance issues, policies and frameworks | | |
| | | Conduct training to business units to enable their effective use and application of compliance controls | | |
| | Provide internal advisory and regulatory reporting support | Oversee regulatory change management processes | | |
| | | Manage the organisation's relationships with regulatory bodies and respond to regulatory queries | | |
| | | Guide compliance professionals and business units in regulatory compliance and develop operational plans for implementation | | |
| Provide internal advisory expertise and respond to compliance-related queries | | | | |
| Advise business units on potential compliance breach scenarios, impact of compliance breaches or control deficiencies and corrective actions required | | | | |
| Support business units' regulatory reporting needs by providing relevant guidance on compliance requirements | | | | |
| | Technical Skills and Competencies | | Generic Skills and Competencies (Top 5) | |
| | Budgeting | Level 3 | Decision Making | Intermediate |
| | Change Management | Level 4 | Communication | Intermediate |

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| Skills and Competencies | Compliance Mindset Development | Level 4 | Sense Making | Intermediate |
| | Continuous Improvement Management | Level 4 | Leadership | Intermediate |
| | Contract and Vendor Management | Level 4 | Lifelong Learning | Intermediate |
| | Corporate Governance | Level 4 | | |
| | Data Collection and Analysis | Level 4 | | |
| | Ethical Culture | Level 4 | | |
| | People Performance Management | Level 4 | | |
| | Policy Implementation and Revision | Level 4 | | |
| | Regulatory and Legal Advisory | Level 4 | | |
| | Regulatory Compliance | Level 4 | | |
| | Risk and Compliance Reporting | Level 4 | | |
| | Risk Management | Level 4 | | |
| | Scenario Planning and Analysis | Level 4 | | |
| | Stakeholder Management | Level 4 | | |
| Strategy Planning | Level 4 | | | |
| Programme Listing | For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services | | | |

The information contained in this document serves as a guide.