

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - COMPLIANCE ADVISORY EXECUTIVE				
Sector	Financial Services			
Track	Risk, Compliance and Legal			
Occupation	Compliance Officer			
Job Role	Compliance Advisory Executive			
Job Role Description	<p>The Compliance Advisory Executive is responsible for supporting the provision of compliance-related advisory to organisational stakeholders. He/She supports the maintenance of compliance frameworks by keeping abreast of developments in industry regulations and trends to ensure appropriate coverage. He liaises with stakeholders to communicate current, new and changing compliance and regulatory matters and how they link to the organisation's context. He supports the conduct of training, and development of communication material, to allow for the practice and maintenance of compliance within the organisation.</p> <p>The Compliance Advisory Executive is familiar with local and international compliance and regulatory issues within the financial services industry. He is self-driven and comfortable working towards deadlines and executing tasks independently. He is detail-oriented, resourceful and a strong communicator. He is ethical in practice and possesses a strong sense of integrity.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Maintain central compliance frameworks	Identify compliance regulations relevant across the industry, the organisation and specific business units	
			Identify changes in regulations which may impact the organisation's compliance policies and frameworks	
			Highlight variances in compliance policies and frameworks for alignment	
			Identify organisational risks to propose compliance controls to manage and mitigate risks	
			Conduct scenario analyses, stress testing and risk assessments for quality assurance of compliance frameworks	
			Ensure proper documentation and updating of compliance policies and frameworks	
	Guide the implementation of compliance controls and remediation activities		Implement compliance controls and risk management activities across people, processes and technology platforms	
			Conduct testing activities to identify compliance control deficiencies	
			Flag internal and/or external compliance breaches to management and implement pre-planned response activities	
			Document findings of organisation-wide compliance risk assessments	
			Track the integration of central compliance policies and frameworks in business units	
			Review advertising, marketing, new products and/or public-facing collateral for regulatory compliance	
	Promote compliance literacy and culture of compliance awareness		Assess overall organisational awareness on compliance matters	
			Develop materials for compliance-related training and knowledge sharing	
			Provide references to stakeholders relating to compliance issues, policies and frameworks	
			Document resources required for effective use and application of compliance controls	
	Provide internal advisory and regulatory reporting support		Develop and disseminate communication materials to support regulatory change management	
			Source for data and assist in drafting reports for regulatory submissions	
			Review business units' activities to identify methods to improve regulatory compliance and propose recommendations	
			Issue responses to compliance-related queries and act as point of contact for the compliance function	
Communicate policies and procedures to business units for implementation in response to compliance breaches or control deficiencies				
Review and propose improvements to drafts of regulatory reports on compliance created by business units				
	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Change Management	Level 3	Communication	Intermediate
	Corporate Governance	Level 3	Problem Solving	Basic

Skills and Competencies	Compliance Mindset Development	Level 3	Teamwork	Basic
	Data Collection and Analysis	Level 3	Lifelong Learning	Basic
	Ethical Culture	Level 3	Sense Making	Basic
	Policy Implementation and Revision	Level 3		
	Regulatory and Legal Advisory	Level 3		
	Regulatory Compliance	Level 3		
	Risk and Compliance Reporting	Level 3		
	Risk Management	Level 3		
	Stakeholder Management	Level 3		
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.