

**SKILLS FRAMEWORK FOR WHOLESALE TRADE
SKILLS MAP - REGULATIONS AND TRADE CONTROLS MANAGER**

Sector	Wholesale Trade			
Track	Finance and Regulations			
Occupation	Regulations and Trade Controls Analyst			
Job Role	Regulations and Trade Controls Manager			
Job Role Description	<p>The Regulations and Trade Controls Manager assumes the responsibility of analysing changes in trade controls and regulation landscape to assess its impact to the organisation. He/She executes trade agreement due diligence and supports the organisation's compliance with trade regulatory requirements. He also communicates regulatory information and provides guidance to internal stakeholders to ensure that information is interpreted correctly.</p> <p>In addition, he collaborates with regional teams to assess regional risks in trade dealings due to policies and regulations, and advises them on the organisation's guidelines and business processes. He is a self-motivated individual who possesses strong interpersonal skills, analytical thinking and coordination skills.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Monitor trade regulations	Develop scenario analysis on business impact of new laws and regulations for trade controls		
		Develop new regulation implementation plan to meet changes in regulatory requirements		
		Collaborate with internal stakeholders in developing functional strategies taking into consideration regulatory requirements		
	Review compliance to trade controls	Recommend mitigating strategies and implement structures and processes to control risks		
		Escalate high-risk positions observed in commodities' profit and loss report to internal stakeholders for further actions		
		Collaborate with internal stakeholders to ensure there is no breach against the approved threshold		
	Establish code of conduct guidelines for trade management	Review code of conduct periodically to maintain a code of conduct that is relevant and up-to-date with trade guidelines and practices		
		Drive adoption and compliance to code of conduct through development of a targeted communication plan		
		Escalate non-adherence to trade code of conduct to relevant internal stakeholders for next course of action		
		Develop and implement fraud detection guidelines for money laundering and corrupt practices		
	Drive collaboration of human resource, technology, finance and continuous improvement initiatives	Propose department's financial budget for management approval		
		Develop corporate governance measures		
		Provide on-the-job training and performance evaluation to subordinates		
Implement department's recruitment and retention efforts				
Evaluate latest technology trends that can be leveraged to improve productivity and innovation				
Evaluate how workplace technology approach can be revised based on feedback				
Review outcomes using available records and information to determine effectiveness of work processes and procedures				
Review work processes improvement solutions to determine effectiveness				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 4	Problem Solving	Advanced
	Business Performance Management	Level 4	Communication	Advanced
	Business Planning	Level 4	Decision Making	Advanced

	Change Management	Level 4	Teamwork	Intermediate
	Conflict Management	Level 4	Global Mindset	Advanced
	Continuous Improvement Management	Level 4		
	Data Mining and Modelling	Level 3		
	Effectiveness Management	Level 4		
	Enterprise Risk Management	Level 4		
	Fraud Risk Management	Level 4		
	Innovation Management	Level 4		
	Internal Controls	Level 4		
	International Trade Legislation Compliance	Level 4		
	Learning and Development	Level 4		
	Manpower Planning	Level 4		
	Market Risk Management	Level 3		
	Organisational Analysis	Level 4		
	Regulatory Risk Assessment	Level 4		
	Resource Management	Level 4		
	Risk Compliance and Governance	Level 4		
	Solutions Design Thinking	Level 4		
	Stakeholder Management	Level 4		
	Strategy Planning	Level 4		
Systems Thinking Application	Level 4			
Technology Integration	Level 3			
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.