

## **Compliance Officer**

Lucan District Credit Union (LDCU) is seeking a part-time Compliance Officer (CO).

The CO will act as a key part of the management team, bringing expertise to LDCU in compliance. The role will involve making recommendations to improve our compliance function and control environment, in addition to monitoring, testing and reporting to the Board quarterly as currently required by legislation.

The successful candidate will report to the CEO playing a pivotal role in ensuring LDCU's compliance with legislation, regulation and company policies. This will require an experienced candidate with demonstrated ability to work effectively with various stakeholders.

**This is an office-based role only.**

### **Main Responsibilities**

- The CO must ensure that the credit union is fully compliant with all regulatory and legislative requirements.
- Advise the CEO and Board of Directors on new legislative and regulatory requirements.
- Review and update the Compliance Policy as required but annually as a minimum.
- Develop, update and implement the annual compliance workplan including reviewing systems, procedures, and controls to ensure the credit union complies with legislative and regulatory requirements and guidance.
- Monitor and test the activities of the credit union under the compliance plan and report to the Board of Directors quarterly.
- Serve as the designated point of contact for compliance issues during engagement with internal and external partners such as the Central Bank of Ireland, the Risk management officer (RMO), and Internal and external auditors.
- Promote, embed and enhance best practice, by fostering, encouraging, and cultivating a strong compliance culture within the credit union.
- Complete the Annual Compliance Statement (ACS), getting Board sign-off, submitting to the Central Bank in a timely manner.
- Contribute to the development of business cases for proposed new products and services, to advise from the compliance perspective.
- Attend and contribute to staff and management meetings as required.
- Maintain a high professional competency, attending training, workshops or undertaking additional courses where required. Meeting annual CPD requirements to maintain qualifications.

### **Qualifications and Experience:**

- Required to be a member of the Compliance Institute and holding an LCI designation.

- 3 years minimum work experience in Compliance.
- Desirable to have the QFA
- Preferably previous experience working within a credit union.
- Knowledge of the legislation and regulation applicable to credit unions.
- Ability to work on own initiative but also comfortable working as part of a team.
- Strong analytical skills, able to manipulate data.
- Ability to write clear and concise reports for the Board and management.
- Excellent oral and written communication skills.
- Excellent attention to detail.

**To apply, please send your CV and a cover letter to [recruitment@lucancu.ie](mailto:recruitment@lucancu.ie) before close of business on Friday 6<sup>th</sup> February.**

Lucan District Credit Union is regulated by the Central Bank of Ireland

Lucan District Credit Union is an equal opportunities employer

Canvassing will disqualify