JOB ADVERTISEMENT
REGULATORY SUPPORT OFFICER

The Regulatory Support Officer provides technical and administrative assistance to the Regulatory unit for the implementation and continuous strengthening of a robust and sound Policy and Regulatory environment by ensuring adherence to Laws, Regulations and By-Laws.

KEY RESPONSIBILITIES AND DUTIES

- Provide assistance to ensure the organization complies with regulatory and legal requirements, as well as internal policies and procedures in order to mitigate risk.
- Undertakes research for input into organizational policies, standards, and procedures.
- Assists in the preparation of regulatory documents and/or submissions.
- Maintains electronic and paper records.
- Assist with the preparation of training material.
- Participates in internal or external audits.
- Perform other related duties, reviews or tasks requested by Management.

MINIMUM QUALIFICATION AND EXPERIENCE

- A Bachelor's Degree in Accounting, Finance, Management or Law or an equivalent field from an accredited institution.
- Two (2) years working experience in the financial industry.
- Excellent computer skills (Minimum MS Word and MS Excel, Power point).
- A suitable combination of qualification and experience will be considered.