



Compliance Officer

Location: Leopardstown, Dublin 18, Ireland.

Job Purpose

To carry out the responsibilities of the compliance function in accordance with regulatory requirements. This role will report to the Head of Compliance.

Responsibilities will include but are not limited to:

- Assist the Head of Compliance with completion of tasks for new compliance and privacy initiatives that apply to the Company.
- Compliance risk monitoring: monitor and review existing and emerging risks as part of the risk management process in the entity and provides assurance that controls are effective and efficient.
- Advise and contribute to privacy assessments and helps identifying the privacy risk of (amongst others) new and existing products, systems and processes. Contribute to information and record keeping obligations and maintain the Company's local data processing register.
- Work closely together with the Group Compliance Office and Group Privacy Office to improve the compliance and privacy function for the Company. Work closely with the first line of the Company.
- Continuously assess, monitor and report on compliance risks, privacy and data protection and the effectiveness of controls.
- Liaise with external advisors on regulatory, privacy and compliance topics and projects.
- Advise the company on compliance matters for its cross-border business.
- Support the embedding of awareness across the company of its regulatory compliance and privacy responsibilities.
 - Assist the Head of Compliance in monitoring the Company's compliance with regulations in each of the countries in which the Company writes insurance.
 - Assisting with the design and implementation of the Compliance Framework.
 - Support the Compliance Function in the periodic review and update of compliance policies and procedures as required.
 - Maintain and assist with implementation of the Company's Compliance and Privacy Monitoring Plan and conduct compliance monitoring and testing as appropriate.
 - Assist with preparation of compliance reports for the department and such committees as specified from time to time.
 - Revise as appropriate the Company's Compliance Manual and compliance policies.
 - Assist the Head of Compliance in preparing compliance and privacy training within the Company.
 - Conduct training and awareness sessions and provide support to staff on compliance and privacy topic.
 - Attend and complete IT Security training and any other LeasePlan Insurance/LeasePlan Corporation training as required
 - Such other duties as assigned by the Head of Compliance.

Knowledge & Skills

Knowledge

- At least 5 years' experience in a financial services environment, preferably in a compliance, privacy, legal or risk assurance related role.
- Third level qualification, preferably in a financial, compliance or legal related discipline.

Skills

- Highly organized, reliable, able to meet deadlines, self-motivated with the capacity to work autonomously, as part of a team and across teams. Able to work off own initiative and feel comfortable putting together board and senior management level presentations.
- Excellent analytical skills.
- Excellent communication and inter-personal skills with commercial awareness.
- Excellent report writing skills and attention to detail.
- Strong time management and organisational skills, and ability to prioritise and multi-task and work within tight deadlines.
- High standard of written and spoken English required to communicate effectively to stakeholders at all levels.

This role is subject to the Central Bank of Ireland Fitness and Probity Standards ("Standards"). The Standards provide that persons who are subject to the Standards must be competent and capable, act honestly, ethically and with integrity, and be financially sound. This role is subject to the Company satisfying itself (as required under the Standards) on reasonable grounds that a candidate complies with the Standards.

LeasePlan Insurance is an equal opportunities employer.