



SENIOR CONSULTANT, COMPLIANCE
Corporate Compliance
Permanent Position, Montreal, QC
Ref.: 10666

About Standard Life

The Standard Life Assurance Company of Canada is a major investment, retirement and financial protection company, tailoring its offerings to the evolving needs of its clients through excellent products and services. Our employees are committed to providing superior customer service from our 25 offices across the country. Products and services include group savings and retirement, group insurance, individual life insurance, savings and retirement, mutual funds and portfolio management.

Job Description

Contributes to the achievement of the department objectives by performing a variety of compliance analysis, assessment, monitoring, and training and support activities. The incumbent will analyse and monitor the completeness and effectiveness of the processes to ensure compliance with the various laws, regulations, guidelines and Company policies governing the line of business products and activities. The lines of business are: Group Savings and Retirement, Group Insurance or Retail products (Line of Business). The incumbent may specialize in one Line of Business or be assigned mandates touching more than one. No travel is required for this position.

- Develop Policies and Procedures supporting compliance in the Line of Business.
- Coordinate, conduct or assist team members in conducting compliance reviews of operating units or business processes affecting the Line of Business products.
- Coordinate, conduct or assist team members in conducting compliance reviews related to anti-money laundering, privacy, or other corporate and market conduct policy requirements.
- Identify and/or evaluate compliance requirements governing the management of the Line of Business products and update related databases.
- Provide compliance support and training to various departments of the Line of Business.
- Provide the requirements in terms of compliance and participate in some business or system development projects with regard to the Line of Business products.
- Recommend and communicate to Management cost-effective measures to properly manage compliance risks.
- Provide professional advice to management on the set-up of or the development of compliance and quality programs, on new or revised administration procedures, on forms, on changes to systems and reports and on revision to the training material.
- Provide assistance to Manager on the performance of the annual compliance risk assessment.
- Co-ordinate and/or conduct investigation on distributors when requested.
- Assist in complaint resolution when requested.
- Participate in the selection process of distributors for the Line of Business.
- Review the implementation of corrective action plans and ensure proper follow up is made.
- Draft or validate compliance communication for the Line of Business.
- Assist Manager in the preparation of various reports for the Executive Committee and the Board of Directors.
- Identify, implement and maintain controls to mitigate financial and operational risks. Ensure compliance with regulatory requirements and internal policies.

Requirements

- No travel required for this position.
- University degree in Accounting, Administration or Law.
- Professional designation in accounting or law preferably.
- Three to five years of experience in internal audit, legal or compliance.
- Industry related courses (LOMA, IFIC, CSI, etc.), an asset.

- Bilingual, English & French, spoken and written.

**** To apply, please click on the link below. ****

<https://standardlifeen.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=10666>