

JOB DESCRIPTION -Manager, ERM

BASIC PURPOSE

Reporting to CEO and Chair of the Audit Committee, Manager ERM participates in the development of corporate strategies and provides strategic leadership and advice on all enterprise risk management (ERM) and Internal Control matters. Manager, ERM will review will design internal controls and assess the adequacy of control mechanism in place. The incumbent will be directly responsible for leading the anti-money laundering (AML) compliance team (Compliance Officer and Compliance Analyst) in order to administer the credit union's compliance program. Manager, ERM is also responsible for building out the liquidity risk management framework and contribute to ongoing enhancement of related policies.

MAJOR RESPONSIBILITIES

- Responsible for providing overall direction, control and planning for the ERM framework for the credit union.
- Creates or revises the Credit Union's policies, procedures, and programs to ensure compliance with applicable laws and regulations. Assesses risk potential and institutes new procedures that minimize loss exposure.
- Identify potential business and operational risks of each department and respective business processes, make recommendations for additional controls and corrective action to improve the efficiency and effectiveness of operations and risk mitigation processes.
- Manage, develop, document, and implement all aspects of the vendor risk assessment and management program including third-party onboarding, vendor oversight, risk analysis supporting regulatory compliance and organizational policy.
- Supports the governance level of the organization in identifying if the design and operations of internal controls (or risk responses) are appropriate to achieve four key objectives: safeguarding of assets; compliance with laws, regulations, and policies; reliability of management and financial information; and effectiveness and efficiency of operations.
- Develops a thorough understanding of the business processes and the applicable policies in the scope for assigned auditors and documents the processes in flowcharts and/or process narratives; identifies and documents inherent risks and controls (risk responses) within the business processes.
- Provides risk metrics and analyses to facilitate the monitoring of liquidity exposure and maintains appropriate risk appetite.
- Collaborate with department leaders to provide solutions to operational problems and to increase the effectiveness of processes and the accuracy of written procedures.
- Identifies opportunities for improvement to existing policies, procedures, processes and risk management techniques throughout the Credit Union.
- Manage company-wide compliance regime in order to ensure the AML program is comprehensive, robust, complete and up to date
- Ensures that all branches are appropriately following FINTRAC guidelines. This includes, but is not limited to, ensuring all reports are up to date, reports are being filed correctly, ensuring employees are receiving proper training on the filing of the forms and ensuring employees are receiving educational courses on anti -money laundering and other applicable issues.
- Manages relationships with external regulators, such as FINTRAC and service providers.

- Fulfil the requirements of the role of Chief Anti-Money Laundering Officer (CAMLO) for the Credit Union
- Manage deliverables for regulatory requests i: e BCFA.
- Develops, monitors and tests credits unions business continuity plan.
- Coordinates insurance policies and related administrations
- Act as the organization's backup for Chief Privacy Officer

REQUIRED QUALIFICATIONS

- Successful completion of post-secondary degree in business administration or other field related to the role.
- Knowledge of the operations of a financial institution is a requirement.
- Has (or will acquire) a working knowledge of the Credit Union's policies and procedures.
- Must possess skills and experience to be registrable as Chief Anti-Money Laundering Officer (CAMLO)
- Knowledge of risk framework.
- Strategic planning skills to ensure holistic, integrated approach to regulatory compliance.
- Strong communication, presentation, and project management skills along with sound judgement, strong relationship management and negotiation skills to report to Senior Management.
- Ability to maintain confidentiality and to deal appropriately with sensitive issues.
- Demonstrated supervisory skills including delegation and performance coaching.
- Ability to develop and foster effective working relationships (members, management team, assigned staff and Board).
- Exposure to working within a team environment and making decisions through consensus and cooperation.
- Unquestioned personal integrity with strong ethics and values.
- Fluency in English and Punjabi

Desired Qualifications/Skills

- CRM Designation and if not held, then demonstrated willingness to complete the CRM designation within a year of assuming the role.
- Auditing experience, preferably in a financial institution environment.
- Experience with FINTRAC regulations.