

OXFORD IS HIRING!

Career Opportunity

The main focus of this role is to reduce OUP's ABC compliance risks by supporting the Divisional Compliance Officer in implementing the Corporate Compliance Programme, investigating ethical concerns and incidents and reporting appropriately to the DCO, thereby protecting OUP's reputation as an ethical business. This role reports directly to the Regional Compliance Manager in the Africa Regional Office. The role will be based in Cape Town and will require some travel.

Compliance Manager - OUPSA (Perm)

Key Accountabilities for this role:

- Implement and manage controls, systems and programmes.
- Guidance, support and training on all compliance matters.
- Investigate and report on breaches of policy.
- Review and approve high-risk transactions.
- Preparation of Monthly and Quarterly Compliance reports as required.
- Maintain ongoing contact with divisional directors, managers and relevant staff.
- Review high-risk business activities and ensure adequate mitigating steps are in place and followed.
- Monitoring and Review of Stakeholders are performed adequately and on a timeous basis. Integrate compliance processes with normal commercial processes. Liaise with internal and external Auditors.
- Hold Key User responsibility for designated business systems.

As the successful candidate you must be able to clearly demonstrate the following abilities:

- Excellent English language skills, written and spoken.
- Proficiency in Microsoft Office Suite.
- The ability and commitment to perform effectively and work with others to achieve agreed business outcomes.
- Audit preparation.
- Statutory reporting and returns.
- Budget control.
- Report writing.
- Training delivery experience.
- Project management experience.
- Ability to work under pressure and meet deadlines.
- Knowledge of the UK Bribery Act.
- Knowledge and experience of doing business in Africa is advantageous.

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Closing date for applications:

30 April 2018

Academic Qualifications: A relevant 3 year tertiary level degree or diploma

Work Experience: 5 years audit, accounting or compliance experience

Additional Requirements: Drivers License (Code B), Valid Passport

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