

JOB PROFILE

Position Title	Manager, Compliance & Regulations (Maternity Leave Contract)
Reports to	Director, Compliance & Enforcement
Department	Legal, Compliance & Regulations

Role Mandate
To manage key functions and execute programs and projects within the Compliance & Regulations group (covering both Interac Association and Acxsys Corporation services).

Key Accountabilities
<ul style="list-style-type: none">• Annual Compliance Assessment Forum;• Annual Security Compliance Program including oversight of the exemption program (Service-specific Regulations and Security Regulations);• Chip Migration:<ul style="list-style-type: none">○ reporting, tracking and levying related sanctions, as required;○ Automated Fuel Dispensers;○ IDP and SCD devices; and○ EPP compliance;• AML Compliance Regime(in connection with offline IEMT transfers):<ul style="list-style-type: none">○ Compliance with the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA);○ AML training for internal staff○ Conduct periodic review and update of the Compliance Regime to ensure compliance and alignment with the PCMLTFA• In co-operation with the Regulations Manager, coordinates all aspects of the regulations research, analysis, drafting, development and approval process for all Interac Association and Acxsys Corporation services;• Draft all amendments to Code of Conduct related Regulations;• Assist in the management and implementation of approved Regulations;• Manages the Compliance and enforcement of the Regulations and non-compliance with the requirements;• Provides second-level interpretations of all Operating Regulations;• Manage all Code of Conduct related matters, including:<ul style="list-style-type: none">○ Participate in the resolution of issues arising from the Code of Conduct; and○ Provide analysis for all organizational initiatives and/or projects.• Provide all Code of Conduct related analysis for organizational initiatives and/or projects;• Supports system development and implementation for the Investigations Unit;• Trains, manages, and oversees the work of the Compliance and Regulations Analysts;• Leads special projects and work initiatives; and• Provides additional support to other members of the Compliance and Regulations groups as necessary.

Skills/Competencies Required
<ul style="list-style-type: none">• Good oral and written communication skills, including proficiency in report and regulation writing/proof reading and preparation of presentations;• Interpersonal skills to develop relationships with Members, Participants and for use in dealing with customers and other external contacts;• Good understanding of the Proceeds of Crime (Money Laundering) and Terrorist Financing Act• Good critical thinking, analytical and problem resolution skills to analyze Regulation issues, trends and impacts, identify options and implications, and propose practical solutions;• Knowledge of MS Office suite of products and familiarity with web based applications and tools;• Strong organizational skills coupled with the ability to multi-task, prioritize activities and meet deadlines; and• Strong knowledge of all Interac Association and Acxsys Corporation Regulations would be an asset.

Professional Experience & Education

- University Degree or related work experience
- Minimum of 4 years working in a Compliance/Regulations environment; and
- Minimum of 2 - 4 years experience in the financial services industry in card issuance, acquiring, and/or electronic payments.