



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Compliance Executive	Department: Admin
Reports to: Compliance Manager	School Hours 7:45 a.m. to 4:30 p.m.
Role: <ul style="list-style-type: none"> • To assist the Compliance function and ensure implementation of a robust compliance framework for managing organisation wide compliances in a proactive manner. Continuous tracking and monitoring of compliance reporting across departments, through an automated compliance software. 	
Key Accountabilities <ul style="list-style-type: none"> • Responsible to assist the Compliance Manager in the ongoing compliance monitoring and automated reporting process for the organisation, including the following: <ul style="list-style-type: none"> ○ Assist and collaborate with department stakeholders for timely, accurate and factual reporting on applicable compliance obligations in the compliance software deployed at school ○ Assume the role of administrator and ensure smooth functioning of the software, involving coordination with the software service agency for resolution of technical issues and queries, change in ownership mapping and reporting periodicity, etc. ○ Collaborate with the Compliance Manager, department stakeholders and external agencies, including labour consultant, for compliance discussions and resolution of compliance queries ○ Continuous monitoring of the software to track real time compliance reporting by departments in line with on-ground compliance status • Generate and collate monthly compliance reports across departments • Follow up with departments on the corrective action plans for open statutory compliance observations from previous months • For legal updates shared by the compliance software agency, ensure ownership and periodicity mapping in the software, post discussion with the Compliance Manager and department stakeholders. • Collate information from respective departments for filing of licenses, approvals, registrations and statutory returns relating to labour, taxation, environment, health & safety and other applicable laws • For any internal department process or guidelines, required to reflect in the compliance software for reporting, work with the department stakeholders to create the software template for the same • Manage work efficiently to meet project timelines and deliverables • Work collaboratively in a team environment • Any other compliance tasks that may be assigned from time to time. • Maintain high ethical standards and display integrity at all times. 	
Experience <ul style="list-style-type: none"> • Work experience of minimum 2 years, preferably in a cross-functional role 	



<ul style="list-style-type: none">• Prior experience in due diligence, process improvement and/or regulatory compliances would be an advantage
Qualification and skills <ul style="list-style-type: none">• Graduate in any stream, preferably Commerce
Personal Attributes <ul style="list-style-type: none">• High competency in verbal and business communication skills; strong interpersonal skills• Ability to build relationships with internal & external stakeholders, including management• Strong analytical ability, critical thinking and solution focused attitude• Proven writing skills with the ability to convey ideas clearly, succinctly and efficiently• Quick learner with an interest in regulatory compliance, process understanding, financial concepts and observes the highest degree of confidentiality
Competencies: Will follow Admin staff competencies.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: