

# Job Title: Manager Compliance

Requisition ID **17702** - Posted - **Finance - Business Finance & Risk Management - Dis**

Our employees are our company's greatest asset - they are our real competitive advantage. We possess immense power of innovation, imagination and a desire to attract and retain the best; provide them with encouragement, stimulus, and make them feel that they are an integral part of the company's mission.

## PURPOSE

This position is responsible for commercial compliance of Distribution business not limited to billing processes. Identify execution errors and inconsistencies as per organizational SOPs in order to eradicate and control financial discrepancies and revenue leakages. Monthly and quarterly reports of non-compliance is shared with internal stakeholders and ensure their resolution. Propose solutions and improvement to build control through system and policies for continuous improvement. Conduct in depth analysis of projects and prepare reports highlighting key risk areas and recommend solutions. This position operates within organizational policies, SOPs and NEPRA regulations.

## AREAS OF RESPONSIBILITY

### Reporting & Analysis

- Conduct detailed cycle day wise analysis to identify billing discrepancies and key risk areas
- Verify physical documents like SIRs, FMR documents, NC applications
- Prioritize of issues and communicate accordingly to relevant stakeholders depending upon the significance of risk involved
- Meet with internal stakeholders to discuss discrepancies in detail and address their point of view with respect to each case
- Prepare monthly/quarterly discrepancy report and share with Cluster and IBC Heads
- Follow up for the resolution of discrepancies highlighted
- 100% resolution of non-conformities highlighted by Internal Audit through relevant business
- Monthly compliance meeting with HoD to present and discuss the performance of each area also highlighting major issues
- Adhoc reporting as per the need of top management

### Process Improvement

- Conduct brainstorming sessions in order to mitigate identified key risk areas by developing controls through system and required amendments in policies/SOPs
- Devise strategies to incorporate the changes into system
- Creation of project plan and project related documents like BRD
- Meet and discuss requirement with relevant stakeholders like IT

### Special Assignments/Projects

- Projects of different nature are assigned depending upon the ground realities of Distribution business
- Special tasks are assigned in order to bring efficiency in the processes and built control keeping compliance SOPs in consideration.

### Job Responsibilities

- Ensure compliance of SOPs and policies related to billing and collection, highlight any deviation from those policies at regional/cluster level.
- Reviewing and performing billing analysis which encompasses target testing of billing transactions on pre-defined criteria.
- Issuance of monthly report to regional/cluster heads.
- Reviewing and performing of quarterly analysis as per defined framework.
- Continual maintenance, follow-up and update of inventory of specific issues identified till date.
- Resolution of Internal audit observations for issued report at regional/cluster level.
- Carrying out any projects / tasks assigned (i.e. risk identification, analysis and resolution) or any other adhoc requirement by Controller Compliance.
- Actively coordinating with Regional/Cluster heads for resolution of cluster level pending issues.

### Education & Relevant Experience:

Graduate or Financial Certification with at least 5 years of experience in financial audit and reporting.

### Reporting

Will be reporting to controller compliance and will act as team lead, in one of the clusters of Distribution Operations, where he will ensure reporting as per compliance framework and providing input on IBC processes / policies and supporting business through different analyses and recommendations, also he will be liaising between cluster head and team members on compliance related observations.

**Qualification & Experience**

ACCA, MBA or CA Finalist with at least 5 years of relevant experience, or ACA, ACMA, CIMA, CFA or ICAEW qualified KE provides equal employment opportunity (EEO) to all persons regardless of age, color, origin, physical or mental disability, race, religion, creed, gender, marital status, status with regard to public assistance or any other characteristic protected by federal, state or local laws.