



The Association of Compliance Officers in Ireland

Chief Executive Officer

About ACOI

Established in 2002, ACOI is the educational body for Compliance Officers in financial services in Ireland:

- to promote, for the public benefit, the advancement and dissemination of knowledge, information, views and ideas in the field of regulatory compliance and business ethics;
- to provide training and to conduct examinations in regulatory compliance and business ethics; and
- to promote high ethical standards among all people engaged in regulatory compliance.

Affiliate membership of ACOI is open to those who have demonstrated an interest in and specialist knowledge of financial services regulatory matters; ordinary membership to those who have successfully completed the Professional Certificate in Compliance and Licentiate to those who have successfully completed the Professional Diploma in Compliance and who undertake to meet ongoing Continuing Professional Development requirements. A Licentiate may use, after his or her name, the initials LCOI.

Academic awards are made by the School of Professional Finance, a recognised school of University College Dublin (UCD), affiliated with the UCD College of Business and Law.

ACOI is a 'not for profit' organisation governed by a Board of Directors. The CEO is currently the sole permanent member of staff. Administration, financial/accounting, membership and educational services are currently outsourced but ACOI will shortly recruit an education executive.

ACOI promotes a culture of compliance with financial regulation and statutory requirements, good corporate governance principles and best practice.

The Job Position

ACOI wishes to recruit a **Chief Executive Officer** to provide visionary leadership and direction to the association.

Salary Package: a highly attractive salary package commensurate with competencies will be offered to the successful candidate.



Duties and Responsibilities

Reporting to the Chairman, the Chief Executive Officer will be responsible for the following:-

- Providing visionary leadership and direction to ACOI, supporting the Board in ensuring that strategic objectives are met in a timely and effective manner, in line with the strategic plan.
- Formulating and implementing operating strategies and business plans for high performance and innovation in the expansion of ACOI membership and the provision of member services.
- Spearheading the further development of ACOI's education programme, ensuring adequate and appropriate continuous professional development is provided and overseeing the provision of other services to members.
- Managing ACOI's relationship with outsourced service providers and ensuring that contracted services are delivered to the requisite standards.
- Ensuring prudent management of ACOI's resources; identifying and managing risks and meeting financial targets for the achievement of ACOI's mandate and strategic objectives.
- Providing the primary point of contact for members.
- Strengthening the collaboration with ACOI's strategic partners in education.
- Establishing and sustaining effective relationships with the ACOI Board of Directors and senior management at the Central Bank of Ireland, the Department of Finance, key financial institutions and/or their representative bodies and other relevant stakeholders.
- Performing any other responsibilities as determined and deemed necessary by the Chairman, acting on behalf of Board of Directors.

Key Qualifications and Competencies

The candidate aspiring for the post of Chief Executive Officer shall have :

- A third level qualification in Education, Business, Finance, Economics or other related field from a recognised University.
- At least 10 years relevant work experience, 5 of which must be at senior level.
- Proficiency in communication, public speaking and management of a public relations agenda.
- Proven skills to market and develop the ACOI qualification to new members and their employer bodies.
- Proven experience in advocacy for high compliance and ethical standards.

Registered No: 379249, Paramount Court, Corrig Road, Sandyford Industrial Estate, Dublin 18. Phone: 2923223

Directors: J. Murphy (Chairman), A. Conlon, M. Blake, P. Brennan (Secretary), F. Byrne, P. Carty, D. Hevey, K. Hughes, P. Kelleher, D. McHugh, P. O'Sullivan, F. Wynn

www.acoi.ie Email: info@acoi.ie



A qualification or competence in Compliance, Business Ethics or financial regulation, though not mandatory, would be a distinct advantage.

Knowledge, skills and other requirements

- Computer literacy and the capability to procure website development.
- Capability to work from a home office.
- Ability to network and harness the voluntary effort of ACOI members and other contributors.
- Analytical / project evaluation and programme management skills.
- People management and empowerment skills.
- The ability to transform ACOI.
- Ability to empathise with the needs of current and prospective members.

Personal attributes

- Willingness to multi-task and drive ACOI to a new level of development.
- Adaptable to a changing and difficult regulatory environment.
- Driven by a sense of urgency to meet deadlines.
- Membership focused.
- Good background in turn around and change management.

The successful candidate will be engaged on a 3 [three] year contract, renewable subject to acceptable performance.

Method of Application

Suitably qualified candidates should submit their applications not later than 3 February 2012 to :

Philip Brennan
Secretary ACOI
Paramount Court
Corrig Road
Sandyford Industrial Estate
Dublin 18

Or by **e-mail** to info@acoi.ie

ACOI is an equal opportunities employer