

## Compliance Officer – Nairobi at The Coca-Cola Company

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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The Coca-Cola Company, which is headquartered in Atlanta, Georgia, is an American multinational beverage corporation, and manufacturer, retailer, and marketer of nonalcoholic beverage concentrates and syrups.

### Key Purpose Statement

The Compliance Officer will be responsible for ensuring adherence to Company Policies across the operations as well as evaluate the Risk and Control Environment of the Company.

### Key Duties & Responsibilities

#### Internal Controls and Reporting:

Steer compliance operations to facilitate a more robust and proficient approach, reduce fraud and ensure control gaps are closed.

Maintain standard operating practices SOPs, and ensure alignment of compliance-related policies, controls and processes; provide input to the development of SOPs as required

Conduct quarterly Risk and Control Matrix and Controls Self-Assessment testing.

Monitor and manage performance against each RACM and CSA control, review audit findings and monitor actions implemented to close out gaps and correct deviations identified

Implement and monitor changes and new controls introduced, and ensure changes are embedded into the operations

Update and review RACM narratives cross functionally to align these to business processes and RACM requirements

Proactively reduce risks and enhance compliance detection concerns by driving alignment across functions in terms of system adaptation and implementation

Investigate and propose amendments to current systems, and/or implement new systems that reduce risk in the operational environment

Review System Segregation of Duties and design mitigations to minimise risk

Conduct whistle-blow and fraud investigations in-country in an unbiased and independent manner while maintaining total confidentiality and following the required process

Perform spot checks and surprise checks to ensure compliance at all times

Generate regular reports as may be required from time to time for review by the Compliance manager for onward reporting.

#### **Internal and External Audit:**

Review audit requests and the allocation of information requests to applicable process owners; guide auditors and the operations to ensure the smooth running of audits within the allocated time period.

Collate and submit requested information to internal and external auditors to assess compliance to internal controls

Review, analyse and interpret key audit findings and associated action plans for the country to adequately mitigate the identified risk; investigate and escalate findings or issues as applicable

Drive closure of audit findings to mitigate further risk to the in-country business

Adhere to the country governance calendar and fulfil the activities throughout the year

#### **Risk and Governance Capability environment:**

Promote a culture of risk awareness and clear accountability throughout the organisation

Provide input into the development of training content to improve internal control and governance

capabilities across the business

Ensure the organisation's risks and liabilities are highlighted and reviewed through continuous update and review of the country risk registers

**Relationship Management:**

Build and maintain collaborative relationships with multiple customers and stakeholders in-country; understand needs and operating contexts, and manage expectations

Actively contribute to a knowledge-sharing culture within the country compliance team

Communicate openly with the Compliance Community of Practice to share information

Apply effective problem-solving methods to find workable solutions to issues

Interact at all levels internal and external to resolve issues constructively

**Qualifications**

**Skills, Experience & Education :**

First degree from a recognized university in BCOM, Finance or Accounting

Certified Public Accountant , ACCA, and or Certified Internal Auditor with relevant experience will be considered

Additional diplomas such as Control Framework Design, Policy Framing, Forensics Investigation, will be considered an advantage

Hands-on experience of SAP and or Microsoft Dynamics essential

Previous governance and control experience in a manufacturing environment is preferred

Additional Internal audit experience will be advantageous

**Experience:**

At least 5 years working experience in an External Audit and Internal Audit field

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