



## [Senior]<sup>1</sup> Compliance Manager

Circulate Capital is an investment management firm dedicated to incubating and financing companies that prevent ocean plastic and advance the circular economy. The Circulate Capital Ocean Fund is the firm's flagship fund, which focuses on the prevention of mismanaged plastic waste in countries located in South Asia and Southeast Asia, regions that contribute disproportionately to ocean plastic pollution.

Founding investors include PepsiCo, Procter & Gamble, Dow, Danone, CHANEL, Unilever, The Coca-Cola Company, Mondelez and Chevron Phillips Chemical Company LLC. To learn more, visit our website at [circulatecapital.com](https://circulatecapital.com) and watch [Circulate Capital Announces \\$100M of Committed Capital](#) video.

**We are seeking an experienced professional to join our rapidly growing fund platform as [Senior] Compliance Officer. The Compliance Manager will be responsible for ensuring the company is compliant with all national and international laws and investor requirements. He/she will continuously expand, review and implement policies and procedures and best practices in line with our growth and oversee and advise on the day-to-day implementation internally.**

### KEY RESPONSIBILITIES

- ▶ Expand on existing, develop, implement and manage compliance policies, procedures and frameworks for growing fund platform; drive our continuous improvement process of internal controls and processes and advise internal management and business partners on the implementation of such compliance programs; conducting regular GAP analysis on new and updated controls and best practices in the industry; dealing with and being the point of contact for the regulators.
- ▶ Conduct or coordinate risk assessment on Circulate Capital investors and investee companies to determine their level of risk and ensure appropriate measures are taken to drive a best in class governance system.
- ▶ Provide advice and training on regulatory requirements and standards of professional conduct to staff, conduct periodic reviews to assess compliance with policies, procedures and regulatory requirements, and facilitate a whistle-blowing process.
- ▶ Monitor regulatory developments in relevant jurisdictions such as Singapore, US, EU and update policies accordingly and continuously evolve a robust risk and compliance framework for the company, its different funds vehicles and its fund portfolio.
- ▶ Holistically develop and implement compliance policies and practices and integrity frameworks for investee companies as integral part of our investment and portfolio management process and governance structure, in partnership with Circulate Capital's ESG team.
- ▶ Conduct internal audits to ensure compliance with laws, regulations and investor requirements (i.e. vendor supplier frameworks and policies).
- ▶ Interact with external auditors on matters related to audits of the company's internal controls; respond to regulatory inquiries and audits; conduct assessment of how the various parts of Circulate Capital are performing against compliance standards and goals.

### LOCATION

Singapore, reports to CFO.



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### KEY COMPETENCIES

- Knowledge of regulations and laws (Singapore, US, UK and other relevant jurisdictions).
- Strong analytical and critical thinking skills; strong attention to detail and ability to prioritize tasks.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to interpret and apply regulations to specific business practices.
- Familiarity with financial products and investment strategies; prior business experience and exposure to SMEs is a plus.
- Comfortable to work in a fast paced environment handling multiple tasks simultaneously.

### EDUCATION & EXPERIENCE

- Minimum a Bachelor's degree in a relevant field such as law, business administration, finance, or accounting; a Master's Degree is an advantage.
- Relevant certifications such as Certified Compliance and Ethics Professional (CCEP), Certified Internal Auditor (CIA) or equivalent.
- Several years of experience in compliance, legal and business risk management, or a related field; ESG risk management is a plus.

### HOW TO APPLY

To apply, please send your resume and cover letter to [workwithus@circulatecapital.com](mailto:workwithus@circulatecapital.com). For more information about us or the work we do, visit [circulatecapital.com](https://www.circulatecapital.com).

### MISSION: IDENTIFY, INCUBATE AND INVEST

Launched in 2018 by supply chain experts and leading corporations - including PepsiCo, Procter & Gamble, Dow, Danone, Chanel, Unilever, The Coca-Cola Company, Chevron Phillips Chemical Company LLC and Mondelēz International, the firm's US \$175 million assets under management are targeting opportunities across the recycling and innovative materials value chains. Founded in and originally focused on South and Southeast Asia, the firm now targets scalable solutions and untapped opportunities in high growth markets to generate value and spark further development in the emerging circular economy. Circulate Capital's commitment to protecting the planet, its oceans, and its people enables progress on many of the world's most urgent challenges, including inequality and the climate crisis.

We are actively creating a workplace where authentic communication, collaboration and inclusion enable people to become their best selves both personally and professionally while having a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer.