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## Assistant Manager - Compliance

### Assistant Manager – Compliance

**Union Assurance** is a leading corporate and one of the fastest growing entities in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates.

#### The Job Role:

The person will be responsible for assisting the Manager-Compliance to ensure that the company complies with all applicable laws, regulations, and standards, thereby creating a culture of compliance within Union Assurance PLC.

#### Principle Accountabilities:

- Ensure the company operates in full compliance with all applicable laws and regulations.
- Assist the Manager – Compliance in establishing and maintaining effective best practices to prevent and detect regulatory violations.
- Conduct gap analyses to identify deficiencies in internal policies and processes against regulatory requirements.
- Collaborate with cross-functional teams to implement new regulatory requirements effectively.
- Facilitate the developments and updates of internal policies and manuals periodically related to compliance.
- Review various internal policies related to compliance and controls developed by cross functional teams and recommend improvements.
- Develop training materials and provide periodic training on compliance aspects and conduct specialized/ad-hoc training.
- Coordinate training related to compliance conducted by L&D teams and facilitate Manager Compliance in ensuring regulatory requirements related to trainings are met and ensuring adequacy of such trainings considering the regulatory requirements.
- Conduct periodic compliance reviews and sample audits as part of the compliance review program.
- Provide compliance clearances and to assist the Manager – Compliance to prepare presentations, reports, and Board papers on compliance related matters as required.
- Timely submission of internal and external reporting requirements.
- Assist the Manager-Compliance with compliance driven projects and initiatives.

#### Qualifications and Experience

- A Bachelor's Degree from a recognized University in Law/Finance or equivalent discipline.
- Minimum 02-03 Years in Senior Executive capacity/relevant experience, with 6+ years overall experience.
- Expertise in compliance, especially in Insurance or related Field.
- Sound knowledge on Microsoft office packages
- Excellent problem-solving skills, Attention to detail and analytical skills.
- Strong adaptability, work under pressure and capacity to work in fast-paced environments.
- Ability to work independently and in a team-oriented environment.

**The selected candidate for the above position will be entitled to an attractive remuneration package. Applicants who are interested are encouraged to apply on or before 17th January 2026.**

Union Assurance PLC

5 Jan 2026



# oneJKH

John Keells Group is an equal opportunity employer, and we invite applications from all suitably qualified individuals to join our team.

\*By applying, you consent to process your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

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