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Risk and Compliance Executive

Hiring organization
Tenece Professional Services Limited

Employment Type
Full-time

Job Location
Lagos, Nigeria

Date posted
July 14, 2026

Description
The Risk and Compliance Executive is responsible for evaluating and improving the effectiveness of internal control systems, risk management processes, and governance structures. This role will ensure operational efficiency, financial accuracy, compliance with ISO and statutory requirements, and safeguarding of company assets across all business lines.

Responsibilities

1. **Internal Audit Activities**

- Develop and implement risk-based internal audit plans covering all departments and verticals
- Conduct periodic audits of IT and production processes for sachet water, bottled water, dispenser water, and sanitary products.
- Examine financial records, stock reports, expense claims, procurement procedures, and inventory controls.
- Verify accuracy of financial and operational reporting, including cost of goods sold and overhead allocations.
- Evaluate internal control adequacy across departments including Procurement, Production, Warehousing, Sales, and HR.
- Investigate discrepancies, irregularities, and potential fraud, and recommend corrective actions.

1. **Compliance&Control Monitoring**

- Monitor compliance with internal policies, SOPs, ISO standards, health and safety regulations, and statutory requirements (e.g., Tax, Labor laws, NAFDAC, SON).
- Evaluate adherence to hygiene and quality control procedures, especially in water and personal care product lines.
- Assess and report on the effectiveness of environmental and HSE compliance programs within the plant.
- Ensure all company departments operate within defined internal control procedures.

1. **Risk Management**

- Identify operational, financial, and compliance risks across the company's operations.
- Assess and rank risks based on likelihood, severity/impact, and recommend mitigation strategies.
- Participate in risk assessments for new lines/products or process changes

1. **Process Improvement**

- Recommend process improvements to enhance operational efficiency, reduce waste, and improve internal controls.
- Work with departments to optimize workflows and improve process standardization.
- Recommend control activities and build control environments processes to close gaps and lapses.

1. **Reporting**

- Prepare detailed audit reports with findings, risk assessments, and recommended actions.
- Report audit outcomes to senior management with emphasis on material, quality, financial and process control weaknesses and compliance lapses.
- Follow up on implementation of audit recommendations and verify improvement plan for closure.

Qualifications

- Strong knowledge of internal audit methodologies and control frameworks (e.g., COSO, ISO 9001, ISO 22000 & ISO 45001).
- Solid understanding of IT and manufacturing operations, inventory control, production processes, and cost accounting.
- Familiarity with compliance requirements related to IT, water and sanitary product manufacturing (e.g., NAFDAC, SON, HSE).
- Analytical thinking, attention to detail, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive issues professionally.
- Proficiency in Microsoft Excel, ERP systems (e.g., Odoo, SAP, Sage, Oracle), and audit software.
- Effective communication, report writing, and interpersonal skills.