

Job Title: Audit, Risk & Compliance (ARC) Manager
Location: United States or Canada. Remote Position.
Job Type: Full time or Contractor

About REDCap Cloud

REDCap Cloud empowers patient-centered clinical research to advance discoveries, commercialize therapeutics and devices, and establish new standards of care based on real-world evidence. Through our REDCap Cloud suite of products and services, we serve clients and partners worldwide including life science companies, contract research organizations (CROs), academic research centers, integrated health systems, government agencies and foundations. Now is an exciting time to join us as we are experiencing tremendous growth. For more information on REDCap Cloud please visit <https://redcapcloud.com/>.

Position Description

We currently have an exciting job opening for an Audit, Risk & Compliance (ARC) Manager to join our remote team. The Audit, Risk & Compliance (ARC) Manager's responsibilities include,

Internal Audit

- Maintaining an understanding the business environment in the company's business sector/territories in which it operates
- Designing a flexible risk-based strategic plan for the internal audit function in line with the business profile, needs, organization and structure, size, and growth rate.
- Developing annual audit plans, and post-agreement with the EVP, using an appropriate risk-based methodology addressing primary and supporting business processes and any regulatory compliance requirements, business risks / controls, management concerns et al.
- Ensuring that the approved annual audit plan is implemented effectively – on time on budget.
- Engaging effectively and continuously with senior management and their teams on their responsibilities, to ensure clarity in the respective roles of managers and audit for internal control are effectively embedded operationally within the business.
- Providing direction and guidance to management on internal control requirements and on issues arising.
- Working with senior management and their teams by facilitating the self-assessment of performance against objectives, at company and/or local team level, and engaging with the Leadership Team on the findings and actions required
- Maintaining knowledge of changes in audit requirements and developing best practices in internal audit and ensuring that this learning is leveraged in the organization.

Risk Management Function

- Lead role in maintaining the company's risk management framework – policies, procedures, and operational processes - in line with the risk strategy, business profile, organization and structure, size, and growth rate.
- Lead Facilitator in engaging management in the processes of risk identification, assessment, and mitigation of risks in each Department, Team, or defined business area
- Supporting management in regular periodic reviews of changes in the business environment – internal and external – which might affect the company risk profile and updating the risk profile as required.

- Maintaining and developing the company's risk management application and supporting processes to maintain the risk repository and enable effective monitoring of mitigations/responses to assess key business risks.
- Providing direction and guidance to management on risk management
- Engaging effectively and continuously with senior management and their teams on the respective responsibilities for risk management to ensure risk management is effectively embedded and operationalized within the company.
- Maintaining knowledge of changes in best practices in risk management and ensuring that this learning is leveraged in the organization.

Compliance Management Function

- Monitoring & maintaining the company's compliance framework – policies, procedures, and operational processes in line with our compliance requirements - both external including Certification/ Attestation bodies, and internally defined compliance requirements
- Providing direction and guidance to management on compliance issues arising and engaging effectively and continuously with senior management and their teams on rectification as required
- Maintaining knowledge of changes in compliance requirements in the global territories in which we operate and ensuring that this is communicated internally and reflected in updated compliance arrangements as required.

We are looking for someone who has the following Qualifications, Skills & Experience

- Qualified Accountant (CPA or equivalent), Internal Auditor (CIA or equivalent) or time-served experience in a Managerial position
- Audit, Compliance and Risk management experience particularly in a software company, or good level of operational experience of the software development process and of executing IT audits.
- Experience in the Healthcare sector, preferably within in an organization with products/services regulated by FDA or global territory equivalents.
- Experience of working in a remotely organized organization
- Excellent analytical skills, attention to detail
- Able to communicate complex issues in a clear & concise manner.
- Confident and personable, able build effective relationships cross-company
- Dynamic, a willingness to get involved and be hands-on as required.
- Pragmatist, resilient and robust, but flexible and adaptable as required.
- Recognizes that securing change where required is the end-goal and that there are different tactics that might be required to do secure change.
- Ability to function effectively in a fast-changing remotely organized global environment.

Benefits: Health, Dental & Vision Insurance, Paid Time Off, Parental Leave, 401(k), Flexible schedule

nPhase, Inc. is an Equal Opportunity Employer. Please note all offers are subject to satisfactory completion of a background check. Applicants must possess current and valid employment authorization for the country in which they work; sponsorship is not available for this position.