

Chief Administrative and Compliance Officer

This newly created position will report to the Chief Executive Officer (CEO), Bermuda Cancer and Health Centre.

The Chief Administrative and Compliance Officer (CACO) will work closely with the Board, Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Marketing Officer (CMO) to set and guide the strategy for Bermuda Cancer and Health Centre (the "Centre"), to oversee the management and control of the Centre's risks, to ensure compliance with regulatory requirements, policies and procedures, and to consistently articulate the Centre's nonprofit vision and mission. The post holder is responsible for oversight of IT, building management, successful certification and accreditation standards, operational policy development and control, and support the CEO with commercial support.

Qualifications and Experience

- University degree in business administration, accounting or other related field.
- At least 5 years of proven operational and management experience.
- Solid understanding of business functions (HR, finance, risk and compliance, etc.).
- Governance and Board reporting experience.
- Knowledge of relevant laws and regulations would be an asset.
- Strong and demonstrated IT aptitude.
- Compliance certification preferable.

Interested candidates can email their resume to: applications@chc.bm

Closing Date: August 15, 2017



Bermuda
Cancer and
Health Centre
BERMUDA REGISTERED CHARITY #070