Sun Life Financial

Sun Life Financial Asia

JOB DESCRIPTION

			Date	:	**July 2026**
Position Title	:	**Chief Compliance Officer**	**Department**	:	**Asia RO Compliance**
Band	:	**Band 8**	**Reporting Manager Title**	:	**Head of Conduct and Fraud Risk Compliance, Asia**

Job Purpose In 2-3 sentences, please provide a summary of the purpose and objective of the job.

Reporting to the Head of Conduct and Fraud Risk Compliance, Asia, this role acts as the Chief Compliance Officer and second line of defence for Sun Life Vietnam. The role is responsible for providing independent oversight, effective challenge and advisory support to first line management The role also leads the transformation of the Vietnam Compliance function, strengthens regulatory engagement, promotes a strong culture of compliance and supports effective governance, escalation and reporting to local and regional stakeholders.

Major Accountabilities

Identify 5-6 major accountabilities. Describe these accountabilities by what is to be accomplished, how and why. Include the approximate percentage of time spent on each accountability. Use action verbs to begin each statement. Avoid the use of acronyms.

- Strategic leadership:
  - Develop and implement a comprehensive compliance transformation strategy that aligns with the company's overall business objectives and lead the digital journey for Vietnam Compliance.
  - Lead the compliance team acting as second line of defence (2LoD) providing independent oversight and challenge over the Management, who is the first line of defence (1LoD) and responsible for identifying, measuring, managing, monitoring and reporting Compliance Risk at Sun Life Vietnam;
  - Promote a tone from the top and an atmosphere that fosters high ethical standards, conduct and a culture of compliance in close collaboration with the Vietnam Leadership Team.
- Transformation and Innovation:
  - Drive the adoption of advanced technologies and digital solutions to enhance compliance monitoring, reporting etc., contribute to the global compliance transformation program and lead by example for both Vietnam and Asia Compliance
  - Implement process improvements to streamline compliance activities using the agile methodology as appropriate
- Regulatory Compliance:
  - Stay abreast of industry trends and regulatory changes to ensure the company's compliance framework remains current and effective.Ensure the company complies with all relevant laws, regulations and industry standards.
  - Oversees the implementation of Sun Life internal policy and operating guidelines requirements, including Regulatory Compliance Management program as defined in the Compliance Risk Management Framework at Sun Life Vietnam.
  - Work with 1LOD Management to establish and maintain compliance policies and procedures, and monitor adherence to them.
  - Coordinate with regulatory bodies and manage regulatory examination.
- Stakeholder Engagement:
  - Build and maintain strong relationships with internal and external stakeholders, including regulator the Ministry of Finance (MOF).
  - Act as a trusted advisor to senior management on compliance-related matters.
  - Collaborate closely with regional office to ensure consistent compliance practices and escalate issues whenever necessary.

Performance Indicators (if necessary)

Finance Metrics (If relevant, describe type and amount (e.g. size of budget managed, revenue, etc.)

Sales Metrics (If relevant, describe type and amount.)

Specialized Knowledge/Skills Describe the level of technical/professional knowledge and key skills needed to successfully perform the work of the job.

- Strong understanding of financial services laws, rules and regulations as they pertain to global financial institutions, including Vietnam insurance regulatory requirements and relevant Canadian regulatory expectations.
- Strong understanding of regulatory compliance, privacy, financial crime risk, conduct risk, fraud risk and broader compliance risk management frameworks within the life insurance and financial services sector.
- Proven ability to provide independent oversight, effective challenge and practical advice to senior management and business stakeholders.
- Strong knowledge of Vietnam insurance regulatory requirements and demonstrated ability to engage effectively with the Ministry of Finance (MOF) and other relevant regulators.
- Experience in compliance risk assessment, monitoring, testing, issue management, remediation tracking, governance reporting and regulatory change management.
- Strong strategic thinking and executive communication skills, with the ability to translate complex regulatory and compliance matters into clear business implications and management actions.
- Demonstrated ability to lead transformation, digital enablement and process improvement within a compliance or risk function.
- Excellent leadership, communication and interpersonal skills, with the ability to influence and build relationships across all levels of the organization.
- Strong people leadership capability, including team development, succession planning, stakeholder influence and ability to build a high-performance compliance culture.
- Self-motivated and proactive, with strong problem-solving abilities and the ability to prioritize effectively in a diverse and fast-paced environment.
- Flexible to travel for work as necessary.
- Fluency in Vietnamese and English, both written and spoken, is essential.

Education and Experience Indicate the minimum education and experience required to perform the work. Include specific professional designations, licenses, registrations, etc. required to perform the job.

- University degree and minimum 12 years of progressive experience in compliance, legal or regulatory roles within the financial services sector, preferably including life insurance.
- Significant experience operating in a senior compliance leadership role, with accountability for regulatory compliance, conduct risk, fraud risk and compliance governance.
- Demonstrated expert-level understanding of life insurance products, distribution channels and relevant regulatory compliance principles.
- Demonstrated experience engaging with regulators, managing regulatory examinations and advising senior management on regulatory expectations and remediation priorities.
- Proven track record in leading compliance transformation, strengthening compliance frameworks and embedding effective second line oversight.
- Experience managing teams and developing talent in a complex, fast-changing and growth-oriented business environment.
- Experience with compliance technology, data analytics, automation or artificial intelligence-enabled risk management solutions would be an advantage.

Management Scope

3 **Total number of direct reports**

13 **Total staff managed (direct and indirect)**

Commented [JY1]: Including 4 contractors