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# Example of Analyst / Senior Analyst Compliance Job Description

Our company is growing rapidly and is looking to fill the role of analyst / senior analyst compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst / senior analyst compliance

* Performing research to determine the impact of said changes /updates
* Support external and internal customer requests
* Architect and deliver readily-accessible data visualizations and innovative analytics that transform relevant transactional data into useful information to help enhance the OCA Compliance Program
* Proactively compile regular reports for the RCCO, Compliance Officer Team, and business stakeholders
* Work across the organization to ensure that the right data is collected, processed, and provided decision makers
* Build trust relationships with the data custodians/owners, navigate logistical and technical hurdles in obtaining the data and then apply skills and tools to the data to provide insight into the OCA Compliance Program’s effectiveness and efficiency
* Partner with the information governance teams as a valued advisor
* Evaluate the OCA’s compliance controls through data analytic monitoring and testing techniques, document results, and provide concise observation reporting to ensure operations are functioning as intended and in adherence with OCA policies/procedures
* Perform basic and enhanced due diligence KYC screening on new and existing US and Non-US clients
* Responsible for directing the development and administration of OEC education and training, and development and implementation of Corporate Function monitoring plans

## Qualifications for analyst / senior analyst compliance

* Identifying required changes in systems and processes systems across the ANZ Retail Transaction Monitoring function and, where necessary, providing recommendations for improvement
* Proposal, design and delivery of solutions that ensure success and benefit realisation
* Maintaining an open dialogue with users and stakeholders and regular reporting of project costs and progress to management and project stakeholders
* Compliance and security certifications preferred (ex
* Familiarity with electronic audit software and six sigma/LEAN practices
* Greenbelt experience for process improvements