Downloaded from <https://www.velvetjobs.com/job-descriptions/compliance-consultant>

# Example of Compliance Consultant Job Description

Our company is looking for a compliance consultant. 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 compliance consultant

* Assists in the development and implementation of training and awareness to the Talent Acquisition team and Hiring Managers around AA goals, compliance requirements and record keeping
* Implements compliance testing strategies and methodologies
* May assist in drafting corrective action plans and in managing change to ensure regulatory compliance
* Drafts report of findings and recommendations for compliance risk management
* Coordinates production of periodic compliance performance reports for senior management, including trend analysis and recommendations
* Assists in the coordination of site, agency or other examinations conducted by external parties
* Oversees project tasks and timelines of staff members and is held accountable to them
* Accountable for actions and decisions taken by self and subordinates
* Generally examines moderate-risk control and supervision processes of internal business units but may be tasked with examining high risk control and supervision processes
* Conduct or direct internal audits

## Qualifications for compliance consultant

* Ability to work in a fast-paced and evolving environment using innovative problem-solving skills
* Regional knowledge of other jurisdications is desireable, Financial Conduct Authority, Joint Money Laundering Steering Group and the Central Bank of Ireland
* Series 6 or 7 desirable but not immediately required
* University graduate (Bachelor or Master degree) in IT or technology
* Knowledge of IT Assets Management and SCCM tool (incl
* IAITAM certification and other software certification is a big advantage