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# Example of Compliance Executive Job Description

Our company is growing rapidly and is looking for a compliance executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance executive

* Support to DGM & Manager of AML/Sanction T
* General Affairs in the department
* Provide direct administrative support to the DE DDO site lead which includes calendar management and meeting preparation (documents, presentations ), booking travel, managing expense reports, booking conference rooms, managing OOO calendars, team distributions, interview scheduling and coordination
* Diary management and regular assistance for Global Head of Financial Crimes Compliance (FCC) and team
* Support the Global Compliance Office and FCC functions in communicating their strategy and key priorities
* Coordination of FCC and Global Office meetings, agendas and minutes
* Organise team and charity events
* Providing Personal Assistant support to the Head of BFS Compliance
* Report coordination and writing creating presentation slides in preparation for meetings
* Expense reconciliation & invoice processing

## Qualifications for compliance executive

* Successful track record in a software sales role is required
* Ideally a previous experience in License compliance
* Proficient in utilizing various CRM tools
* Sufficient relevant work experience within AML/CFT manager in the banks
* Sufficient relevant work experience within compliance in the banks
* Display a confident, proactive and professional manner