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# Example of Compliance Professional Job Description

Our company is growing rapidly and is looking to fill the role of compliance professional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compliance professional

* Integrate in the continued development of the programs Quality Management Plan
* Follow-up on corrective actions and root cause analysis
* Review Consultants and Contractors’ Quality Management Plans (QMP) and provide feed-back
* Cooperate with the external audit process and preparation of local tax and regulatory reporting under local legislation of the different entities in scope with the support of the team
* Hands on the month-end close to ensure timely and accurate report of financial statements to headquarter
* Preparation and supervision of tax accounting, inventory accounting and all accounting journal entries in full compliance with IFRS and local requirements
* Ensure that the highest levels of financial controls under internal and external compliance are in place
* Contributes to the achievement of Compliance Department goals and objectives and adheres to departmental policies, procedures and standards
* Adheres to the defined audit timeline and audit protocol standards
* Develops compliance training content

## Qualifications for compliance professional

* Working knowledge of ClusterSeven is ideal
* Understanding of key list screening software (Bridger Insight XG, FircoSoft)
* Understanding the General Counsel (GC) function
* Knowledge of public data research including CDD, Appway & internal systems & applications preferred
* Understand KYC/KYD/AML and Due Diligence practices as it relates to negative media, PEP & Sanctions
* Flexibility to work additional hours as needed, travel (45-50%) to client locations within Minnesota limited travel outside of Minnesota