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# Example of Control & Compliance Job Description

Our growing company is hiring for a control & compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for control & compliance

* Monitor changes in securities regulations and implement or update applicable policies and procedures
* Facilitate telephone calls between research analysts and investment bankers in order to prevent communications that could lead to violations of applicable rules and regulations (the function is referred to as “Chaperoning”)
* Review email correspondence between research analysts and investment bankers and act as Gatekeeper
* Give advice and explanations regarding the above topics
* Contribute to a team enviornment of 8+
* Supporting the end-to-end AP control set and its operation including the processes already performed by our BPO partner
* Supporting that the AP controls are being implemented and operated at a standard level in all businesses in scope
* Provides support as expert in AP related external and internal audits
* Continuously seek for CI and C&C opportunities to reduce AP related risks in the process
* Working closely together with the Internal Control team regarding AP related topics

## Qualifications for control & compliance

* English & Bahasa Malaysia
* 3 years of experience in managing sensitive issues/ethical dilemmas ideally gained within a healthcare/pharmaceutical environment
* Good working knowledge of operations/quality systems understands work processes of QC operations/support teams (eg
* Contributes toward overall objectives
* Position functionally autonomously and directly supervises employees
* Minimum of a Bachelor’s degree in science (or equivalent) and 2-4 years of experience is required