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# Example of Financial Compliance Analyst Job Description

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

## Responsibilities for financial compliance analyst

* Manage SOX and financial statement audits with Corporate Internal Audit and external auditors
* Assist in preparation for and participate in the annual scoping and rationalization process for all processes & controls
* Perform First–Level quality assurance validation of SOX 404 control testing
* Maintain control matrices for SOX control documentation
* Maintain SOX documentation and testing status using internal SOX Tools
* Co-ordinate and obtain quarterly process and control owner sign-offs for SOX 302
* Assist in updating process flowcharts and narratives, control documentation
* Responsible for developing SOX testing expertise to educate business partners (first via one on one coaching and eventually through classroom instruction) on various aspects of SOX 404 including techniques for performing control testing
* Responsible for assisting in performing other miscellaneous projects as assigned by Financial Compliance management
* Develop an understanding of risk and controls in assigned business cycles

## Qualifications for financial compliance analyst

* Experience working in a License Compliance / Accounting / Finance or Sales are preferred
* Ideally a minimum of two years experience working in an FCA regulated business or equivalent
* Excellent knowledge in finance and/ or accounting and high level of understanding and experience with retail math and retail financial drivers
* Detailed oriented and able to manage multiple priorities to accomplish assignments simultaneously under tight deadlines and conflicting priorities
* High level skills in Excel, Access, Word, PowerPoint
* Prefer some knowledge of external reporting requirements mandated by local, state, federal and other regulatory agencies