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# Example of Global Compliance & Reporting Job Description

Our innovative and growing company is searching for experienced candidates for the position of global compliance & reporting. 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 global compliance & reporting

* Identify trends and Quality Assurance observations and effectively report summary results to management
* Cross Training across AML streams within the Quality Assurance Function
* Support quality assurance reviews of AML Risk Assessment scoring metrics calculation and perform testing on the various Business Objects-based Business Intelligence (BI) tool deliverables
* Perform data analysis and advise on enhancement to AML Risk Assessment methodology and scoring metrics, such as the number of politically exposed persons in a line of business or country
* Act as a liaison between business, compliance and technology to assist with development of requirements for BI tool that support the execution of the Risk Assessment program
* Drive tactical changes to support and enhance quantitative aspects of the AML Risk Assessment efforts such as process enhancements
* Resource to senior leadership - Serve as a liaison between the subject matter experts within the GRR to resolve any new or outstanding concerns
* Oversight to establish and document compliance related policies and procedures and amend/update as necessary
* Monitor the effectiveness of administrative policies and procedures and make changes as required
* Monitor proposed and amended rules and regulations, establishing/updating and documenting procedures and policies determine impact and recommended changes on current process

## Qualifications for global compliance & reporting

* Must be part of Prep for Prep intern program
* Ability to execute multiple work streams simultaneously while maintaining Keen attention to detail, & ability to complete work at extremely high level of accuracy
* Equity product knowledge required (Stocks, ADRs, Convertible securities)
* Highly disciplined individual, self-motivated, delivery focused with the ability to work independently and multi-task with accuracy and attention to detail
* Able to analyze data and investigate discrepancies with a high level of accuracy
* Compliance Certifications such as Certified Anti-Money Laundering Specialist (CAMS), Certified Regulatory Compliance Manager (CRCM)