Downloaded from <https://www.velvetjobs.com/job-descriptions/global-compliance>

# Example of Global Compliance Job Description

Our growing company is searching for experienced candidates for the position of global 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 global compliance

* Post go-live, ensure compliance deadlines are being met by providing support to the overall process as necessary
* Work with Communications, the Learning Hub and other key stakeholders to ensure effective rollout of I&C tools, including updates to the Code of Business Conduct, the Policy Manual, online training, Leading with Integrity, and other key initiatives
* Tailor I&C tools to meet the needs of local cultures and functions
* Manage key I&C vendors, including online training providers and video content providers to ensure content is delivered in a timely, cost effective and impactful manner
* Respond to I&C questions, and address requests from third parties such as Ethisphere and other NGOs
* Partner with stakeholders to maintain global policies and requirements helping ensure that they are reviewed and updated to reflect changes in technology, threats and other factors
* To liaise, and develop strong working relationships, with all external NIBT outsourcers
* To ensure complete and accurate information is provided to outsourcers for NIBT filings
* To develop and keep technical NIBT knowledge up to date
* To improve, enhance and standardise NIBT processes through systems and process improvements

## Qualifications for global compliance

* Act as subject matter expert in Japan Equity Compliance answering inquiries and ad hoc situations from local and global stakeholders
* Previous experience within Equities, either from Compliance or business perspective
* At least 8 years supervisory experience, with 8 -10 years of progressive financial services compliance or Internal Audit experience required
* Prior experience in dealing and interacting with high level management
* Excellent command of English in both verbal and written communications
* Ability to interact with senior management on a regular basis and develop partnerships