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# Example of Operational Risk Controller Job Description

Our growing company is searching for experienced candidates for the position of operational risk controller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operational risk controller

* Maintaining Finance Rapid Notification scenarios ensuring they are aligned to the current organizational structure and meet all appropriate crisis management requirements
* Providing regular BCP training/guidance to Finance Management, BCP Plan BU Coordinators/Plan Owners and Recovery Essential Personnel (REP) on overall BCP planning process and Firm and divisional BCP tools
* Communicating appropriately to Senior Management, Risk Leads, BCP Plan BU Coordinators/Plan Owners and REPs as necessary in preparation for or during an event (incl
* Monitoring, assessing and reporting on incidents with the potential to impact Finance processes
* Liaising with BCM Coverage Officer and Finance Senior Management on a regular basis to provide BCP status on plan refresh, testing, and other BCP matters as necessary including representing Finance at Firm BCP forums as required
* Completion of BCP Risk Control Self-Assessment (RCSA)
* Lead and/or participate in BCP Tabletop Exercises/Drills
* Maintain divisional BCP tools (SharePoint site, BCP Regional Dashboards, BCP refresh guide, BCP Matrix, BCP Testing Instructions, QRCs)
* Production of monthly BCP reporting metrics for senior management review
* Sharing best practices with counterparts in EMEA and Asia regions

## Qualifications for operational risk controller

* Strong appreciation of operational risk concepts, with 5+ years of experience in an operational risk or internal audit type role
* Experience in Banking/Financial services industry is essential
* Extensive experience of SOX design and operational efficiency testing for ITGC Controls
* Outstanding analytical skills and proficient in Microsoft applications
* Outstanding team-player / team leading skills, Problem solving skills
* University Degree in banking, economics, mathematics, or related engineering or scientific fields with more than 3 years of proven experience