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

# Example of Policy Compliance Job Description

Our company is growing rapidly and is looking for a policy compliance. 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 policy compliance

* Maintain and update regularly the Company's suite of compliance policies
* Generate clear and independent recommendations related to needs within the area of compliance policies/communication/training and deliver successfully
* Support intercompany tax reporting and audit to satisfy regulatory requirements
* Implement process improvements to increase efficiency
* Embed and promote the Compliance framework across the Risk function and to demonstrate effective management of compliance with regulatory rules and requirements
* To regularly report on this activity, via the Compliance Plan and Compliance Risk Assessment methodology
* To provide Compliance and Conduct Risk SME knowledge and support, where relevant, across the business ensuring the bank remains regulatory compliant and customer centric
* Liaise with regulatory and industry bodies and groups to better understand regulatory change initiatives and industry best practice when responding, but also to
* Manages 21st Century Fox (21CF) and Fox Corporate policy acknowledgements for Film and Networks divisions worldwide
* Monitors new hire acknowledgement process through OnBoarding

## Qualifications for policy compliance

* Proven ability to identify risk and emerging trends
* 5-10 years of AML/BSA/KYC Compliance experience that includes KYC policy writing
* Ten years total banking experience with an emphasis in commercial lending
* Thorough knowledge of bank commercial lending operations activities
* Strong Excel, Word and Power Point skills ability to become a subject-matter expert in new authoring and workflow technology and portal management
* 3 to 5 years progressively complex related experience