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# Example of Risk & Controls Analyst Job Description

Our growing company is searching for experienced candidates for the position of risk & controls analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for risk & controls analyst

* Analyze control frame works, federal requirements and security best practices to recommend mitigation for gaps in security controls for information systems
* Provide input to Information Security Policies that adheres to state and federal regulations
* Conduct end to end process reviews to ensure appropriate controls exist for all processes and facilitate the identification of process improvements to create efficiencies
* Develop and maintain relationships with new and existing clients to deliver high-quality output, advice and assurance across GRC subject matter
* Develop and maintain effective relationships with clients and key stakeholders and identify new business opportunities
* Manage diverse teams effectively and develop an inclusive team culture for all colleagues
* Establish and maintain relationships with key business line and functional stakeholders
* Assess business line processes to evaluate compliance risk and control environments
* Ensure that compliance issues are brought to the attention of Compliance Management and monitor business action plans to ensure timely remediation
* Role will require influencing risk reduction actions and/ or challenging non-optimal decisions

## Qualifications for risk & controls analyst

* GTI and LOB Audit, Regulatory and Controls functions
* GTI SO Risk & Controls Functional Leads and staff
* Experience working with globally dispersed teams, with hands on experience with MS Office products
* A demonstrated ability to identify, articulate and design robust, effective Technology Controls and to author Standards and Procedures (adhering to a predefined framework)
* A demonstrated excellence in written and verbal communication skills
* Effective organization and leadership skills (of working groups of SMEs to identify and distil key items ), the ability to negotiate and influence effectively