



Example of Compliance Analyst / Senior Analyst Job Description

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Our company is growing rapidly and is looking for a compliance analyst / senior analyst. 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 compliance analyst / senior analyst

- Provide consultation and support directly to other IT Compliance Specialists, and internal personnel, as needed
- Monitoring and analysis of the holdings which has caused the 'Threshold crossing' based on the country specific legal thresholds, statutory thresholds & takeovers regulation
- Assist in the design of presentations and training materials for various internal training / education sessions for the organization
- Lead and motivate associates in a high stress, fast paced environment
- Provide assistance to and act as a resource for new or more junior associates
- Provide ongoing collaboration and support to the Compliance Team on various projects, tasks, and initiatives as may be needed
- Participate in regulatory review remediation activities as needed
- Assist with training and improving knowledge of AML/ATF in business operations
- Researching, analyzing and drawing conclusions related to regulatory requirements and their applicability to bank products, services, systems and operations
- Staying abreast of regulatory changes

Qualifications for compliance analyst / senior analyst

definition, functional design, data mapping, testing, implementation and user training

- Retail compliance, transaction monitoring and/or financial services regulatory experience is highly regarded
- Ability to create quality systems, including Document Management and associated infrastructure and controls, such as forms, electronic repositories and quality objectives and plans
- Comprehensive knowledge of standard operating procedure and documentation requirements
- Ability to plan and coordinate activities simultaneously on multiple projects under pressure of time and workload
- Bachelor's degree and/or a combination of education