



# Example of Junior Compliance Job Description

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Our growing company is looking for a junior 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 junior compliance

- Email review
- Monitors LOB compliance activities to verify that regulatory compliance deadlines and requirements are met
- Tracks and validates product compliance deficiencies to completion
- Prepares and approves internal and customer communications covering compliance issues (bulletins, position statements, monthly reports)
- 50% - Assist in the auditing of employee T&E submissions
- Consult the IT organization in all questions of RIC, and internal and external auditors and regulations in order to help the regional IT organization reduce risk and maintain compliance with all existing rules, achieving it goals and passing audits
- Proactively create and lead solutions to improve the auditing and controls process
- Administration and assessment of internal and external controls, clarification of responsibility for the execution of internal controls for the region, continuous check of control execution, ICFR coordination and assessment for all IT services regional IT is responsible for
- Coordination of audits (planning activities for audits, including coordination of data collection, set up and track action items, schedule meetings)
- Consult in all questions of internal controls and ICFR in handling ICFR/RIC tools

## Qualifications for junior compliance

- Minimum 6 years' experience, preferably gained in a multinational (ideally multicultural/multilingual) corporate environment
- Proven experience of influencing cross functional and remote working within own team and stakeholders
- Skilled in delivery and project management, verbal and written communications and driving process improvements
- Experience of delivering a robust, risk based assurance process is a must
- At least 4 years Audit experience (internal/external) and/or SOX experience is an advantage but can be replaced by thorough accountancy / finance / controlling / FMCG business / shared service process understanding
- Ability to identify risks and can apply them to broad areas