



# Example of Junior Compliance Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Proactively create, lead and implement solutions and remediation plans in collaboration with the IT team for deficiencies related to audit or testing findings
- Participate in documenting and implementing a process to ensure that GBS-owned applications are secured and controlled and that the risk of using them is managed
- Participate in the implementation of all relevant internal standards to GBS-owned/managed applications
- Work on developing, documenting, implementing and maintaining security compliance methods and solutions to fully protect GBS-owned/managed applications
- Implementing and reporting security controls over GBS-owned/managed applications
- Execution of systematic security reviews of GBS-owned/managed applications
- Make documented proposals and recommendations for the evolution of the design and management GBS-owned/managed applications where needed
- Define, document, implement and maintain security policies and procedures
- Develop security requirements for GBS-owned applications
- Define, document and implement dashboard, metrics and KPI

## Qualifications for junior compliance

- Work experience at other foreign firms in the financial industry
- Good communication skills (both verbal and writing) coordination skills
- Advanced level of computer literacy (in particular, Excel, Powerpoint & Access)
- Office package Compliance