



# Example of Policy Associate Job Description

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Our company is looking to fill the role of policy associate. 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 associate

- Monitor and identify required cost accounting changes to actual expense allocations as a result of significant variances from budget, organizational changes or changes in business activities
- Represent staff on Function, Group or Bank projects as appropriate
- Maintain relationships with an extensive network of contacts in community, municipal, regional and national legislative, executive and administrative offices, with allied groups and coalition partners
- Monitoring, summarizing and generating thought leadership related to the impact of proposals for new international and US-specific regulatory capital rules and legislation that intersects with regulatory capital
- Communicating the impact of these developments to senior managers, businesses, risk departments and other impacted areas
- Drafting policy memos articulating the Firm's interpretation of the capital rules
- Participating in project work related to changes in regulatory rules, and helping support implementation of rule changes
- Providing expertise and advice to businesses and other areas of the Federation on regulatory rules and changes, including on areas such as internal capital, attribution of capital to businesses, competitor analysis
- Assessing industry impact of proposed changes to regulatory capital rules
- The role requires close interaction with other areas of the firm including Corporate Treasury, Market, Credit and Operational Risk, Investor Relations,

## Qualifications for policy associate

- Good understanding of Risk Management as required under Basel II Accord and Bank of Indonesia
- 3 to 7 years of financial services industry experience with a focus on liquidity management, balance sheet, business analysis, treasury experience, or related regulatory reporting / management experience
- Ability to operate in an environment with a high level of scrutiny and be able to collaborate effectively with a range of internal and external stakeholders across levels
- Ability to work independently with minimal oversight while maintaining a strong team focus
- Ability to excel under pressure, prioritize effectively across multiple tasks and bring tasks to closure
- A minimum of 5 to 7 years of experience in management, operations, marketing, budgeting, entrepreneurial ventures, or similar professional work is required