



# Example of Regulatory Compliance Analyst Job Description

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Our company is growing rapidly and is hiring for a regulatory compliance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regulatory compliance analyst

- Runs monthly compliance reporting for the jurisdiction
- Coordinate with other departments to collect, consolidate and prepare information for rate case and other rate related filings
- Prepare and file various tariff and SOC, including fuel tracker, filings and various reports required by the tariffs of the Regulated Entities
- Prepare internal and external regulatory materials, including filings, testimony, briefs and position papers
- Monitor activity at the FERC, including other pipeline proceedings, to identify any decisions or issues which might affect current or future proceedings of the Regulated Entities
- Analyze and approve Authorizations for Expenditure (AFE) requests for the construction or abandonment of facilities and prepare annual Blanket Certificate reports to be filed with the FERC
- Prepare certificate applications
- Evaluate current processes/documentation and make recommendations to improve efficiency and accuracy
- Prepare formal presentations to others, both internal and external, on the status of regulatory issues and activities, including presentations for executive leadership
- You will operate across regulatory programme workstreams to help facilitate and deliver solutions that meet the quality criteria established by Compliance Management and the MiFID II Programme Team

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- Able to work in an international environment with various regulations (CFTC, FATCA, MIFID, UCITS, EMIR...)
  - Experience in a banking/financial services-related environment in France is a pre-requisite
  - Excellent presentation skills with small- to medium-sized groups
  - Customer service attitude and dedication to quality
  - Ability to effectively work both independently, and as part of a team, in a dynamic work environment
  - Require BA/BS degree