



# Example of Regulatory Compliance Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of regulatory compliance analyst. 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 regulatory compliance analyst

- Ensure the company maintains its authority to do business in all jurisdictions in good standing
- Perform functions associated with USDA (especially APHIS) and CBP compliance, including acquiring and maintaining USDA Import Permits, coding products for correct USDA Permit, FDA Code, and Tariff and Schedule B numbers, and keeping necessary databases consistent with respect to these values
- Support creation and maintenance RJF regulatory change management program documentation, including dashboards and project status for active regulatory change initiatives
- Support efforts with RJF Compliance Technology leadership and IT Compliance Program to ensure consistent communication across regulatory implementation programs
- Under general direction from Manager of Regulatory Change Management, identify opportunities to build necessary regulatory and business expertise, effective communication skills, analytical and critical thinking capabilities
- As an Asset management consultant you will assist our client in achieving and maintaining audit readiness on its OM&S and PP&E financial statement line items
- Analysis of business process, identification of business improvement

- Define and document high level business improvement opportunities and associated requirements
- Provide detailed analysis of business opportunities, assessing and define the scope of the requirement and define detailed options to move forward
- In collaboration with the business owner and Programme Delivery Organisation develop a full business case with well-defined business benefits and full project implementation and BAU costs

### **Qualifications for regulatory compliance analyst**

- Good skills of the French banking and financial regulation (AMF, ACPR, CNIL)
- 4-6+ years of relevant work experience in a large corporation or accounting firm
- Understanding of Independence requirements for professional auditing firms is a plus
- Related work experience or internship in the Financial Services industry
- Demonstrate ability to produce high quality work product
- Ability to recognize potential problems and escalate them to a supervisor, manager, and director