Example of Review Analyst Job Description



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Our growing company is looking for a review analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for review analyst

- Preparing reports and gaining agreement on potential findings
- Executing quality assurance reviews of peer work papers and reports
- Applying experience in audit and regulatory frameworks including applying guidance outlined in various regulator
- Performing testing to evaluate the adequacy and effectiveness of third party vendor controls and compliance management programs
- Assisting in preparing reports and gaining agreement on potential findings
- Evaluating the adequacy and effectiveness of third party vendor controls and information security programs
- Translating security risks and communicating effectively to business partners within the organization
- Applying experience in audit, security and regulatory frameworks including ISO 27001, GLBA, SOX, PCI, HIPPA, States Privacy Regulation and FFIEC
- Evaluating third party vendor's control infrastructure and obtaining evidence of controls
- Applying sound judgment to come to a reasonable conclusion with the mind set of financial, reputational, or malicious attacks and damages towards the bank

Qualifications for review analyst

Ability to develop effective network of internal client relationships,

- Exposure to multiple finance product areas and previous experience in valuation methodologies a plus
- Working knowledge of project management tool such as Sharepoint, JIVE,
 Microsoft Project and Visio would be beneficial
- The Series 7 and Series 24 are required, other licenses are a plus A
- Ideally will have previous experience within KYC at an investment bank