



# Example of Senior Business Control Specialist Job Description

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Our growing company is hiring for a senior business control specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior business control specialist

- Assist with the quality assurance reviews of various control assessment programs
- Ensure that DDQs are completed according to standard timelines
- Manage the interface between Client Facing Teams, Product, Operations and Compliance as needed to ensure documentation is as required, and that recommendations and escalations are communicated, and acted upon
- Keep track of issues and gaps detected in DDQs, and devise remediation plan to prevent recurrence
- Develop deep subject matter expertise in the High Risk client type(s) assigned
- Together with Compliance and constituents, refine the content and format of the DDQ templates to ensure that they gather the required information, and that they are streamlined and easy for client teams to use
- Training and communication for Sales, Compliance, Operations, and Product partners
- Manage quarterly Client Account Monitoring process in which client activity is prepared and delivered to client teams for review
- Ensure client team review and response is completed according to standard timelines
- Prepare senior leadership updates of Client Activity Monitoring completion

## Qualifications for senior business control specialist

- Participating in the design of risk identification and control strategies and implementing business and technology change initiatives related to the risk and controls framework
- Incorporating feedback and best practices related to the existing risk assessment tool
- Soliciting and incorporating input from control function business partners
- Determining how to evolve the risk and controls framework to ensure sustainability of this key component of the Third Party Program
- BS/BA Degree plus a minimum of 2 years relevant experience
- Efficient communication (verbal and written) skills ability to present to various audiences effectively