



Example of Senior Business Control Specialist Job Description

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Our company is growing rapidly and is hiring for a senior business control specialist. 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 senior business control specialist

- Track and report on metrics monthly
- Develop deep subject matter expertise in the Markets High Risk client type(s)
- Complete required documentation (test plans, sampling procedures, and test results) in accordance with corporate Quality Assurance ("QA") Standard requirements
- Establish M&I coverage (traceability) plans, capacity models and execution schedule to evidence compliance with internal bank policy and Standard (Customer Due Diligence ("CDD") and Financial Crimes Compliance ("FCC") requirements
- Review and monitor Risk Assessment(s), Independent Testing results, Internal Audit and Exams for potential impacts to M&I test scripts
- Direct interaction with sub-process stakeholders and Process Owners in support of the assessment process, quality assurance activities, engagement requirements, and timelines
- Strong attention to detail, analytical skills, ability to multi-task, and ability to work both independently part of a team are also required
- Provide Operational Excellence Activities Support
- Provide Subject Matter Expertise to partners across Global Procurement
- Use financial and quantitative data to substantiate in support of strategy design and execution

- Logical thinker, who can discern from the volumes of data collected the data that is relevant to the effort, then organize it in a way that depict the relevant story from the data
- Familiarity with software development lifecycle methodologies, including quality assurance
- 3 – 5 years' experience in AML and preferably CDD (Customer Due Diligence)/KYC (Know Your Customer) with US related regulatory environment, 2+ years in regulatory change management, and 2+ years in applying risk framework and control design framework
- Ability to work independently and deal with senior stakeholders
- Coverage of Operations and Compliance relating to AML/KYC preferred
- Detail-oriented to ensure quality and accurate work product\