



Example of Senior Compliance Associate Job Description

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Our company is looking to fill the role of senior compliance associate. 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 senior compliance associate

- Under managerial supervision, provide effective challenge and guidance on compliance risks and support the business through various interactions and forum engagements
- Advise on the development and maintenance of the Compliance Program, such as how to monitor, report, and train
- Support the business by providing advice, influence adjustments to the processes, procedures, and controls
- Enhance and streamline existing Lease and Project processes, review and ensure the team's adherence to their respective procurement processes and procedures
- Rationalize information collated for retail project such as database to benchmark retail renovation costs for SG and comparison with regional markets for purposes of tracking, cost management, achieving optimum \$ psf and opportunity to leverage on service providers' network on regional procurement contract
- Lead, negotiate and secure from External Vendors relevant supports to the various SG Retail Functions for Estate Management and Projects procurements
- Alternate supports for Estate Management / Branch Operation Managers to liaise & co-ordinate with IT, Vendors and related parties as aggregator of information for dissemination to intended parties

- Conduct risk mitigation for control deficiencies and Segregation of Duty Violations (“SoD’s”)
- Assist with identifying process efficiencies in financial and operational areas through the use of system automation and other relevant tools

Qualifications for senior compliance associate

- At least 1 year of accounting experience, or at least 1 year of audit experience, or at least 1 year of compliance experience
- 2 years of accounting experience, or 2 years of audit experience, or 2 years of compliance experience
- CRCM, or ACAMS, or CIPP, or Series 7, or Series 24, or 63/65 certifications
- Self-starter with the ability to prioritize and manage multiple projects and responsibilities
- Excellent professional interpersonal and verbal communication
- Experience with major tax preparation software Advanced proficiency in Excel spreadsheet creation and manipulation preferred