



Example of Trade Compliance Analyst Job Description

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Our innovative and growing company is looking to fill the role of trade compliance 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 trade compliance analyst

- Implement and maintain a document retention program regarding trade compliance
- Support the HPS EMEAI Trade Compliance and coordinate with the ACS ME Trade Leader and ME Legal on Government and internal audits
- Monitor and resolve Bloomberg AIM (BBG) pre-trade and post-trade alerts for portfolios managed in the Americas
- Regularly interact with Portfolio Managers and other staff to assist in resolving compliance-related issues
- Work together with Middle Office, BBG Administrators and BBG Representatives to resolve data and system issues
- Thoroughly review client documents and extract compliance restrictions from the incorporated guidelines
- Code, test and implement BBG compliance rules derived from client guidelines, regulatory restrictions and internal mandates
- Provide support gathering information needed to conduct reviews on client portfolio adherence with investment guidelines and restrictions
- Review initial contracts/prospectuses and subsequent updates and provide feedback on the monitoring capabilities
- Perform trade allocation and best execution reviews

Qualifications for trade compliance analyst

- Purchase order management including eSAF's
- Duty payment reconciliation
- Prepare and tender triennial brokerage RFQ's (Request for Quotations)
- Classification of imported/exported merchandise