



## **Title: Compliance Analyst**

This position will report to the Chief Compliance Officer and will be primarily responsible for performing the following functions:

1. Preparing and submitting compliance-related internal and external reports;
2. Participating in the self-assessment of functions performed by the Compliance Team and in preparation of periodic self-assessment reports provided to the CCO by the Compliance Team;
3. Organizing monthly calls with Business Compliance Officers;
4. Providing support to branches and other business functions of the Bank on compliance-related matters on a day-to-day basis;
5. Keeping abreast of compliance-related policies and procedures implemented by the Bank;
6. Providing assistance in performing the following functions:
  - a. Periodic compliance self-assessments. This includes providing support to branches and corporate functions, reviewing and validating self-assessment results reported by branches and corporate functions of the Bank, and preparing consolidated reports on the findings and results of the self-assessments;
  - b. Monitoring of timely implementation of compliance-related controls at branches and various business functions;
  - c. Monitoring of timely submission of regulatory reports by branches and various business functions; and
  - d. Compliance Reviews at branches and other business functions.
7. Performing other functions as assigned by the CCO on time to time basis.

## **Job Requirements**

- Minimum one year experience with another Canadian financial institution
- Basic understanding of compliance-related policies and procedures
- Good knowledge of the systems and processes used as well as the products and services offered by SBIC (Internal Candidates)
- Proficiency with Microsoft Word and Microsoft Excel
- Background in any risk management function, such as compliance, internal audit, and operational risk management, will be an asset
- **Must be a permanent residence of Canada**

- All interested applicants should forward their resume to Fernanda Minadeo at [fminadeo@sbicanada.com](mailto:fminadeo@sbicanada.com)
- No recruiters please

**We thank all applicants however due to the high volume of resumes, only those selected for an interview shall be contacted.**