

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - COMPLIANCE ANALYST						
<b>Sector</b>	Financial Services					
<b>Track</b>	Risk, Compliance and Legal					
<b>Occupation</b>	Compliance Officer					
<b>Job Role</b>	Compliance Analyst					
<b>Job Role Description</b>	<p>The Compliance Analyst supports the implementation of controls, compliance checks and compliance processes. He/She executes tasks according to procedures to ensure regulatory compliance across the organisation, and escalates any issues to relevant parties where needed. He assists with keeping compliance processes updated and conducting research and preparation of necessary materials for standard compliance reporting. He also supports the conduct of training and implementation of new or changing regulations.</p> <p>The Compliance Analyst is comfortable executing tasks independently and implementing guidelines in accordance with requirements and processes. He is also able to cope in fast-paced environments, and is organised and responsible.</p>					
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>			
	Implement compliance controls, policies and procedures		Support the implementation of risk and compliance controls in accordance with compliance policies and frameworks			
			Conduct routine monitoring and surveillance activities			
			Execute regulatory compliance management procedures and escalate deviations			
			Support internal compliance testing activities			
			Generate suspicious activity reports for trade, transactions and other activities			
			Track the implementation of compliance policies, processes and procedures and evaluate their effectiveness			
	Execute compliance-related administration		Ensure compliance-related policies, processes, activities and reports are documented			
			Monitor communication channels for compliance queries and escalate to relevant parties			
			Direct stakeholders to compliance resources and references			
			Report compliance issues from a technology system standpoint			
			Gather evidence and documentation for compliance investigations			
	Support compliance knowledge management		Conduct research on industry best practices and developments to update knowledge management systems			
			Gather information on the latest regulations and requirements to support the preparation of compliance reports			
			Compile compliance and financial crime compliance activity status reports			
			Document compliance assessments, monitoring and surveillance findings			
			Coordinate responses to compliance queries and/or regulatory queries			
			Assist in preparation of compliance-related training materials			
			Disseminate compliance-related communication and memos			
	<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>			<b>Generic Skills and Competencies (Top 5)</b>	
		Compliance Mindset Development	Level 3	Communication	Basic	
Data Collection and Analysis		Level 3	Digital Literacy	Basic		
Ethical Culture		Level 3	Teamwork	Basic		
Monitoring and Surveillance		Level 3	Interpersonal Skills	Basic		
Regulatory Compliance		Level 3	Problem Solving	Basic		
Research and Information Synthesis		Level 3				
Risk and Compliance Reporting		Level 2				
Risk Management		Level 3				

	Stakeholder Management	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Financial Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/financial-services">www.skillsfuture.sg/skills-framework/financial-services</a>			

The information contained in this document serves as a guide.