

# COMPLIANCE SPECIALIST

Based in Bucharest

## What will you do?

- ✓ Develops broad based knowledge of state regulatory requirements with a focus on compliance areas
- ✓ Develop and execute annual local Compliance Plan and provide relevant regulatory and compliance policy updates and advice to management and colleagues
- ✓ Carry out compliance reviews and trainings and ensure appropriate controls and mechanisms are in place to manage compliance requirements
- ✓ Serve as the appointed local Personal Data Protection Officer, Compliance Officer and Anti-Money Laundering Officer or other similar roles, as needed, and communicate and manage relationships with relevant authorities and trade associations
- ✓ Implements and maintains comprehensive compliance program documentation; documents changes and additions to policies and procedures
- ✓ Performs gap analyses and produces gap reports for compliance calendar items; reviews system produced reports and transactions, tests procedures and controls
- ✓ Assists with identifying compliance needs; identifying and resolving deficiencies, implementing internal controls, delivering compliance solutions and providing training
- ✓ analysis, interpretation and application of compliance laws and regulations
- ✓ Maintain knowledge of client's current business activities, and maintain awareness of laws and regulations to ensure compliance and update the business, as needed
- ✓ Manage relationships with other legal, risk, and company colleagues to contribute to and implement Group initiatives, share best practices and enable effective communication and understanding of global/regional legal, risk and compliance issues

## What do you need?

- ✓ Relevant experience with financial services compliance laws and regulations
- ✓ Good knowledge of Anti-Money Laundering and Data Protection legislation (domestic and European)
- ✓ Thorough understanding of ethics, regulations, and laws
- ✓ Ability to work independently and/or in a group, collaborating and facilitating with others
- ✓ Ability to set daily priorities and multi-task
- ✓ Excellent problem solving skills
- ✓ Excellent oral and written communication skills as well as listening skills
- ✓ Investigation and interview skills
- ✓ Excellent organizational skills and attention to detail
- ✓ Demonstrated working knowledge of Microsoft Office Products (or comparable): Outlook, Word, Excel, PowerPoint
- ✓ Excellent command of English language

Send your application, in English language, to:

[ramona.grigore@edenred.com](mailto:ramona.grigore@edenred.com)

deadline 31<sup>st</sup> March