



BNY MELLON



Compliance Analyst II (Late Shift: 2pm-10:30pm)

The Compliance is responsible for all matters relating to regulatory change, working alongside the Legal department. The team also coordinates the submission of regular reports to local regulators, maintains relevant regulatory registers, coordinates the submission of relevant forms, as well as regulatory visits by the regulators, including the gathering of information requested by the regulator. Other functions of Compliance include testing the controls of the business and other business partners, reviewing transactions for concerning activity or policy violations, as well as developing and conducting training.

Responsibilities:

- Supports management in the day-to-day efforts related to compliance with laws, rules, regulations and related personal securities trading policies.
- The incumbent will monitor employee completion of initial and ongoing brokerage account and holding certifications and their use of approved brokers.
- In addition, the incumbent will process manual trade preclearance requests and process employee inquiries made to the department email box.
- Finally, the incumbent will be responsible for running, analysing and distributing all trade activity reports, violation reports and running weekly processing reports.
- The incumbent will classify employees to facilitate monitoring.

Qualifications:

- Bachelor's Degree or Master's Degree within Finance/Accounting would be preferred however we are open to see applications from other studies as we provide an extensive training.
- Oral and written communication skills in English and the ability to understand compliance policies and process assigned tasks in accordance with procedures.
- Up to 1 year of banking, product/financial services and/or auditing or compliance experience would be preferred

What we can offer you:

- Full time contract of employment
- Location : Nobilis Building ul. M. Skłodowskiej-Curie 12
- Competitive salary
- Health & Life Insurance
- Multisport card / Cinema Tickets / Nursery subsidiary
- Pension scheme
- Excellent opportunities for training, growth and professional development
- A multitude of opportunities to get involved in additional charity projects

How to Apply?

If you are interested to join BNY Mellon team, please complete a candidate profile online on bnymellon.com/careers – reference number: 1707396 or send your CV to: recruitment.wroclaw@bnymellon.com.