

Job Description

Job Title: Regulatory Compliance Analyst

Date: ASAP

Reporting to: Regulatory Compliance Team Lead

Location: Hybrid

Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja Nigeria. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development in niche-based brands to these individuals/ organizations.

Purpose:

We are seeking a knowledgeable and proactive compliance analyst to ensure regulatory compliance within all departments of our organization. As a compliance analyst, your duties will include training employees on industry standards, developing policies, and evaluating compliance. You are also required to obtain regulatory approval.

To be successful in this role, you should possess extensive experience in advising organizations on industry requirements and standards. Accomplished compliance analysts are regulatory experts who lead their organizations toward excellence in compliance.

Responsibilities:

- Researching industry compliance regulations and policies.
- Evaluating internal operational and procedural compliance.
- Analyzing and updating existing compliance policies and related documentation.
- Communicating compliance policies and guidelines to Management and designated departments.
- Developing and executing new compliance policies and procedures as required.
- Applying for compliance certification and regulatory approval.
- Developing and maintaining a compliance recordkeeping system.
- Training employees on industry compliance requirements.
- Maintaining communication with compliance regulators and following up on applications.

- Keeping up with compliance requirements and amendments to regulations.

Requirements:

Essential

- Industry-related Bachelor's degree and / Bachelor's and Collage Degree in Business, Finance, Education, Accounting, Business/Administration, Law, Science, Technical, Engineering, Computer Science.
- Previous experience as a compliance analyst in a related field.
- In-depth knowledge of industry compliance requirements and standards.
- Proficiency in compliance management software, like Paradigm 3 and Intellect Compliance.
- Exceptional ability to formulate compliance policies, procedures, and related documentation.
- Advanced analytical abilities.

Certification.

- Accredited compliance management certification
- Any of the following; IFSAN, CRCM, CRISC, CISSP, CISM, CISA, NISM, NCFM, ISO, ASQ

Skills

- Effective research and professional networking skills.
- Ability to accurately complete applications for compliance certification.
- Ability to effectively train employees.
- Exceptional communication and interpersonal skills.

Summary Terms and Conditions

Contract: 12-month fixed term contract

Salary: Very Attractive

Annual leave: 22 days holidays per annum pro rata excluding public holidays

Pension: Minimum 10% Employer contribution with minimum 8% Employee contribution

Healthcare: Company scheme subject to terms and conditions.

Life assurance: Company life assurance scheme.

Location: Abuja Nigeria

Notes: This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.

How to apply

To apply for this job opportunity, please send a CV and covering letter to recruitment@prioclen.com

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion.