



The Co-Operative Bank of Rajkot Ltd.

Multi State Co-Operative Bank

Job Description for Compliance Officer

We are looking for a Compliance Officer who will be a part of the Compliance Team responsible for maintaining compliances of various regulatory authorities. The role will require thorough knowledge of guidelines of Reserve Bank of India along with Multi-State Co-operative Societies Act and other related acts/guidelines. Knowledge of audit functions, CBS, policy framework will be an added advantage. The role will require attention to minute details and analytical approach.

Job Roles and Responsibilities:

- Maintain compliance as per RBI guidelines and MSCS Act and other regulatory authorities.
- Collaborate in finalization of accounts, preparation of Balance Sheet and Financial Statements of the Bank.
- Work closely with the team with regards to reporting and compliance of RBI Inspections, Statutory Audits.
- Collaborate in Audit function: Internal Audit, Concurrent Audit, Statutory Audit, etc.
- Provide assistance in policy framework and its effective implementation across organization in line with respective regulations.
- Provide support/assistance to branches of the bank for implementation of effective internal control system across organization.
- Collaborate with the IT Team for generation of reports and required MIS.

Educational Qualification Required:

- Minimum Qualification – Graduate from a recognized university.
- Additional Preferred Qualification – Postgraduate in Finance, CA / CS / ICWAI / JAIIB-CAIIB.

Experience:

- Minimum 4-5 years of experience of working in Bank Audits / Compliances.

Skills and Attributes Required:

- Working knowledge of Accounting and Finalization of Accounts, Reporting and Compliance of Audit Reports and Investment Portfolio of Bank.
- Knowledge of policy framing and its implementation.
- Working knowledge of RBI guidelines.
- Working knowledge of MSCS Act.
- Knowledge of Recovery through legal actions will be an added advantage.
- Ability to handle change management in Bank.
- Excellent communications skills – both written and verbal.

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