

# Quality Control Review Analyst:

## JOB DESCRIPTION

Perform quality control reviews of content for the international conflict of interest checks.

This will involve:

- Verifying that correct corporate structure (related entities) and specific locations of related entities & member firms have been identified.
- Ensuring sufficient and accurate information has been included.
- Liaising with member firms to revise or update for missing/ inaccurate information; and
- Providing sign off on international checks.

## Online tools:

- Compile monthly and/or ad hoc statistics reporting.
- Assist with maintaining the Global Restricted Entity database, a listing of Public Interest Entity existing and target clients (both audit and non-audit)
- Monitor network compliance of monthly & annual confirmations.
- Provide support for central email requests including troubleshooting support queries on BDO Software tools, responding, or directing other questions received.
- Input to Global Independence team with enhancements to online tools
- Other ad hoc requests.

## Other:

- Assist in the preparation and maintenance of reports necessary to carry out the functions of the department.
- Assist in the preparation of the periodic reports for the Global Independence team, as necessary or requested, to track overall effectiveness of the processes.
- Perform other duties and responsibilities, as assigned.
- The Analyst will be working closely with and report to the Quality & Compliance Manager and Team Leader.

## JOB REQUIREMENTS

- Minimum HSC or bachelor's degree preferred, or equivalent experience.

- Advanced knowledge of MS Office, strong Excel knowledge is a must (e.g. pivot tables, VLOOKUP formula, macros)
- Experience of working with online tools is a plus.
- Excellent level of English (the working language of the Global Office), including verbal and written and proof reading, other languages are a plus.
- Strong attention to details and number accuracy.
- Ability to prioritize workloads and flexibility to manage multiple tasks and deadlines.
- Committed and reliable
- Ability to work autonomously and to build effective working relationships with the team and within the network.
- Enthusiastic and willing to work outside office hours if necessary.
- Knowledge of audit and accounting is a plus or willingness to learn the basics of the profession.