



## ANALYST - COMPLIANCE ETHICS AND INDEPENDENCE

BDO is an international network of independent public accounting, tax, and advisory firms ('the BDO network'), which perform professional services under the name of BDO ('the BDO Member Firms'). This global organization provides advisory services in 167 countries, with around 88,000 people working out of 1,800 offices worldwide. The BDO Global Office supplies services to these BDO firms worldwide.

The Ethics & Independence (E&I) department is part of the wider Risk & Compliance (R&C) department. The primary role of the E&I department is setting standards, policies, processes, and guidance on ethics and independence matters across the organization and monitoring BDO firms' compliance to those policies and procedures.

### Overall objective of the position

As a Quality Control Review Analyst at BDO Global's Ethics and Independence Department, you'll provide crucial support to BDO Firms, conducting thorough reviews to ensure compliance and collaborating to maintain high standards.

### Roles and Responsibilities

- Verify that correct corporate structure (related entities) and specific locations of related entities & BDO firms have been identified.
- Ensure sufficient and accurate information has been included.
- Liaise with BDO firms to revise or update for missing/ inaccurate information, and;
- provide sign off on international checks.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Adhere to GDPR (General Data Protection Regulation) and Data Protection Act.
- Ensure project reports and SLA& KPI (Key Performance Indicators) are updated.

- Escalate issues to reporting line as and when required.
- Deliver on ad hoc tasks related to the process.
- Assist with maintaining the Global Entity Management System (EMS), 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.
- Contribute to improvements to online tools for the Global Independence team.
- Assist in preparing and maintaining reports necessary to carry out the department's functions.
- Assist in the preparation of the periodic reports for the Global Independence team, as necessary or requested, to track overall effectiveness of the processes.
- Compile monthly and/or ad hoc statistics reporting.
- Perform other duties and responsibilities, as assigned.

#### Job Requirements:

##### Qualification and Experience

- Minimum Higher Secondary Certificate or bachelor's degree preferred, or equivalent experience.
- Experience of working with online tools is a plus.

##### Skills

- Advanced knowledge of MS Office, strong Excel knowledge is necessary (e.g. pivot tables, VLOOKUP formula, macros).
- 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.
- Ability to learn quickly and good level of adaptability.
- Being proactive and able to work under pressure.
- Good interpersonal communication skills and stakeholder management.
- Detail oriented and good analytical skills.
- Complements formal training with self-learning.
- Knowledge of GDPR and Data Protection.