



## Quality Control Review Analyst- Compliance, Ethics & Independence

### Summary of role

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.

### Job Description

#### 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**

- Degree (completed/in progress) in Management preferred, or equivalent qualification(s).
- 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.
- Complement formal training with self-learning.
- Knowledge of GDPR and Data Protection.

