



Compliance Solutions Coordinator- Compliance, Ethics & 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 organisation 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.

Summary of role

The Compliance Solutions team is part of the Global Risk & Compliance Department. The main role of the team is managing and supporting BDOs compliance software solutions. The main purpose of the Compliance Solutions Coordinator is to provide support, coordination and assistance to help the team's efforts.

Roles & Responsibilities

- Following initial on-the-job training, provide back-up support for the existing and future software tools managed by the team
- Coordinate various communications with internal colleagues and member firms worldwide, via team mailboxes, internal websites and other means
- Help the team by assisting with various tasks on request

Job requirements

- HSC 'A' Level (bachelor's degree or equivalent is preferred)
- Ability to work in a team but also efficiently carry on alone with limited supervision
- Ability to work according to defined priorities and able to manage own time efficiently
- Ability to work with sensitive and confidential information
- A solid working knowledge of MS Office applications (previous experience in editing internal corporate SharePoint website is a plus)

- Demonstrable written & verbal communication skills (the company's business language is English)
- Enthusiastic attitude, drive and willingness to learn
- Strong attention to detail