

Job description form

Details of the role	
Department	Compliance
Job title	Graduate
Temporary	Temporary (10 week placement)
Breakdown of the work involved	
Day to day duties	<p>The successful candidate will gain experience assisting members of the Compliance Department in matters such as compliance monitoring, corporate governance and general compliance/regulatory tasks.</p> <p>During the ten-week period, the graduate will provide support to the Compliance Team and duties will include;</p> <ul style="list-style-type: none"> Provide support to all areas of the compliance team when required. Participate in the Compliance Monitoring programme. Producing reports for management information. Interaction with other internal departments. Assist in the collation of information for regulatory queries. Participate in Compliance Projects as required. Other ad-hoc duties as required. <p>The role will give the graduate exposure to the Compliance department and will provide the successful candidate with a great opportunity to experience working in a successful Financial Services Company.</p> <ul style="list-style-type: none"> There will be a series of learning events, presentations, meetings with senior managers and senior corporate executives. It is an excellent opportunity to learn what a career in Compliance and Financial Services entails, and to make an impression on senior executives in the industry.
Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> Proficient in Microsoft applications principally Word and Excel.
Experience required (years)	<ul style="list-style-type: none"> Previous experience within Financial Services would be advantageous.
Qualifications required	
Third level	<ul style="list-style-type: none"> Business, law/financial or other relevant degree.
Specific Industry Qualifications	<ul style="list-style-type: none"> None necessary, but previous experience in a financial/business/banking environment beneficial.

Person specification	
Characteristics of the type of person this role may suit	<ul style="list-style-type: none"> ▪ Highly professional with a good understanding of the stockbroking business. ▪ The ability to communicate confidently at all levels in the firm. ▪ Ability to work under pressure and prioritise workload. ▪ Excellent interpersonal skills and the ability to influence people. ▪ A team player with demonstrated initiative.
Additional Information	
Additional Information	Applications are invited from Final Year Students or Graduates.
Reference	Please reference in the subject bar of your email: Compliance Graduate Opportunities
How to Apply	
<p>Please submit your CV and Cover Letter referencing the role which you are applying for in the subject bar of the email to: Careers@goodbody.ie</p> <p>Please reference if you are eligible to work in Ireland in your application.</p>	
Timeframes	
Closing Date	12noon Monday, December 31st 2018
Proposed interview dates	January 2019
Proposed Start Date	June 2019

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