

Compliance Assistant

Overview:

Buduchnist Credit Union Limited, carrying on business as BCU Financial, is looking for a passionate full-time **Compliance Assistant** to join our growing team. As a **Compliance Assistant** with BCU Financial, you will be reporting to the Chief Compliance Officer to assist with and perform various compliance administrative activities in accordance with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA)*, *Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)* and *Financial Services Regulatory Authority of Ontario (FSRA)* regulations, requirements and timelines.

Responsibilities:

- Gathers information and conduct reviews of account information pertaining to various compliance-related regulations.
- Prepares and presents a summary of finding to the Compliance Officer for review.
- Assists with maintaining the maintenance of BCU Financial's compliance library that provides adequate and necessary reference materials.
- Assists with preparation of policies and procedures.
- Completes special projects as assigned by the Compliance Officer.
- Gathers data and compile various reports for the Compliance Department.
- Performs all other duties as assigned.

Requirements:

- A Degree/Diploma in a related field or equivalent experience.
- Minimum 1 year experience in financial services industry is considered an asset.
- Experience reviewing and processing due diligence documents for various entities e.g. individuals, corporate & institutions.
- Knowledge of regulations/guidelines prescribed by PCMLFA, FINTRAC and FSRA is an asset.
- Proficient computer skills and Microsoft Office Suite applications (including Word, Excel).
- Demonstrate attention to detail and the ability to be adaptable to effectively prioritize a varied workload.
- Ability to read, analyze and interpret information as it pertains to compliance-related functions and regulations.
- Ability to follow instruction and to work both independently and within a team environment.
- Knowledge of Ukrainian language is an asset.

Compensation:

This is a full-time position offering a competitive compensation and benefits package commensurate with experience and qualifications.

BCU Financial is a member-owned, financial cooperative dedicated to improving the lives of members and their community. BCU Financial is a part of BCU Financial Group – a fast-growing Ontario-based financial group providing Canadians with diversified services and products. BCU Financial Group offers its members a real alternative to high-fee, big-name banking by providing no-fee chequing accounts, competitive savings accounts, loans, mortgages, cards, investment services, online banking, and insurance services. BCU Financial, together with its BCU Wealth Management division currently oversees \$1 billion in assets.

BCU Financial Group also recognizes the importance of building a strong community. That's why it provides generous sponsorship funding annually to a wide array of community-based projects and activities. The Credit Union and its members supported BCU Foundation, provides sponsorship funding of over \$1 million annually to community organizations, charity fundraisers, student scholarships, cultural events, and educational projects.

BCU Financial Group is an equal opportunity employer dedicated to building an inclusive and diverse workforce. BCU Financial Group provides accommodations during the recruitment process upon request. Requests received relating to accommodation will be addressed confidentially.