



Analyst, Risk & Compliance -Sydney, Parental Leave Cover
(part time, 3 days per week plus additional days for end of month reporting, 4- 6 months duration commencing early July 2018)

New Forests is a global specialist forestry, rural land and environmental investment management company headquartered in Sydney, Australia, with offices in San Francisco and Singapore.

We are looking for an Analyst, to work as part of our Australian based Risk & Compliance team. The Legal, Risk & Compliance team provides advice and support across New Forests' local and international business.

Reporting to the Director, Legal, Risk & Compliance, the primary focus of this role will be the support & administration of our compliance and risk management systems, MyComplianceOffice (MCO) and TriLine GRC, and administration of employee on-line training.

Your responsibilities will include:

- Overseeing the day to day administration and implementation of MCO & TriLine GRC.
- Generating TriLine & MCO reports, and investigating & actioning those reports.
- Generating report inputs for the Risk Compliance Committee (which includes clean data extracts from TriLine & MCO, and graph building).
- Managing staff compliance training plans; issuing training reminders to employees & monitoring completion of training courses.
- Monthly updates to the Restricted Securities List.
- Assisting the Legal, Risk and Compliance team on compliance projects.
- Investigating and drafting reports on employee WHS, conflicts of interest and breaches.
- Addressing ad hoc system & employee enquiries.

Experience & skills required:

- Relevant degree and/or professional qualification.
- Previous experience in a compliance role, within the financial services industry.
- Excellent time management and organisational skills.
- Excellent written and verbal communication skills.
- You will have a strong attention to detail and the ability to work independently.
- Must be a team player, with ability to work with colleagues across time zones and geographies
- Ability & commitment to meet deadlines;
- A style that is characterised by diligence, initiative, quality service and a commitment to high standards of delivery.

**What can we offer?**

Our environment is busy and supportive, and the team is professional but relaxed. If you join us you would be joining a growing, fast paced business which is an environmental & sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To Apply

Please apply by sending a cover letter and resume explaining your interest in and qualifications for the position, in PDF format to careers@newforests.com.au

