

Job Description - Compliance and Membership



Particulars	Details
Company Name	AMC Repo Clearing Limited
Company Website	www.arclindia.com
Location	Mumbai - Santacruz
Department	Compliance and Membership
Role / Position	Assistant Manager and Manager
No. openings	2
Relevant Experience in Years	5 - 10 Yrs
Key Responsibilities	<p>Regulatory Reporting</p> <ol style="list-style-type: none"> Preparing regulatory reporting calendars Preparation of regulatory reports for SEBI and RBI compliances as per the prescribed format and timelines Assisting in implementation of new SEBI & RBI Circulars Regulatory reporting – monthly / quarterly / half yearly / yearly Updating Policy & Procedures due to regulatory changes <p>Membership</p> <ol style="list-style-type: none"> Scrutiny of Membership Applications based on checklist Arrange the Internal Committee meetings Prepare Membership Approval Note for Internal Committee Agenda preparation for Member Committee meetings Membership database update & tracking MIS reporting – weekly / quarterly / monthly Compliances related to Internal Committee / Member Committee <p>Inspection</p> <ol style="list-style-type: none"> Issuing circulars for Member/Participant Inspection Regulatory Inspection and Member/Participant Audit queries Verification of the Internal Audit reports and various other reports submitted by members/participants Preparing compliance reports Follow-up with members/participants for compliances <p>Record maintenance</p> <ol style="list-style-type: none"> Digital & physical records
Key Skills	<ul style="list-style-type: none"> Tech savvy Professional skills (interpersonal/written/verbal) Process adherence and compliance oriented Familiarity with the securities market
Required Qualification	<p>Graduation</p> <p>Post Graduation will be preferred</p> <p>NISM certifications/Lean processing certifications will be an added advantage</p>
Other Requirement	Male candidates preferred
Apply CV	hr@arclindia.com