

Particulars	Details
Company Name	AMC Repo Clearing Limited
Company Website	www.arclindia.com
Location	Mumbai - Santacruz
Department	Compliance and Membership
Role / Position	Assistant Manager / Manager
Relevant Experience in Years	5-7 years
Key Responsibilities	<ol style="list-style-type: none"> 1. Regulatory Reporting <ol style="list-style-type: none"> a. Preparing regulatory reporting calendars b. Preparation of regulatory reports for SEBI and RBI compliances as per the prescribed format and timelines c. Assisting in implementation of new SEBI & RBI Circulars d. Regulatory reporting – monthly / quarterly / half yearly / yearly e. Updating Policy & Procedures due to regulatory changes 2. Membership <ol style="list-style-type: none"> a. Scrutiny of Membership Applications based on checklist b. Arrange the Internal Committee meetings c. Prepare Membership Approval Note for Internal Committee d. Agenda preparation for Member Committee meetings e. Membership database update & tracking f. MIS reporting – weekly / quarterly / monthly g. Compliances related to Internal Committee / Member Committee 3. Inspection <ol style="list-style-type: none"> a. Issuing circulars for Member/Participant Inspection b. Regulatory Inspection and Member/Participant Audit queries c. Verification of the Internal Audit reports and various other reports submitted by members/participants d. Preparing compliance reports e. Follow-up with members/participants for compliances 4. Record maintenance <ol style="list-style-type: none"> a. Digital & physical records
Key Skills	<ol style="list-style-type: none"> 1. MS Office 2. Knowledge of Securities market 3. Knowledge of Compliance / Reg Tech solutions 4. Good understanding of SEBI /RBI rules / regulations / directions 5. Resource management skills
Required Qualification	Graduate with additional finance or secretarial certifications,

Job Description – Compliance ad Membership



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Other Requirement	NISM Certification
Apply CV	hr@arclindia.com