SCAN FOR THE TEMPLATE

JOB DESCRIPTION TEMPLATE

Risk Analyst

The analyst who identifies, measures, and monitors organizational risk, maintains the risk register, and turns analysis into clear reporting for decision makers.

Department	Enterprise Risk Management / Risk & Compliance
Reports to	Risk Manager / Director of Risk / Chief Risk Officer
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	2 to 4+ years

POSITION OVERVIEW

The Risk Analyst supports the organization's risk management program by identifying and assessing risks, maintaining the risk register, monitoring key risk indicators, and preparing reporting for leadership. The role turns data and analysis into a clear view of the organization's risk profile.

The Risk Analyst works with business, technology, security, and finance teams to evaluate operational, technology, third-party, and emerging risks, and to track mitigation. As AI and automated systems become part of operations, the analyst helps assess and monitor the risks they introduce.

This role suits an analytical early to mid-career professional who is comfortable with data, frameworks, and translating findings into practical recommendations.

KEY RESPONSIBILITIES

RISK IDENTIFICATION AND ASSESSMENT

- Identify and assess operational, technology, third-party, and emerging risks.
- Evaluate likelihood, impact, and existing controls.
- Recommend risk treatment and mitigation options.
- Support scoping of new and periodic assessments.

RISK REGISTER AND MONITORING

Maintain a clear, current view of the organization's risks:

- Keep the risk register accurate and up to date.
- Track key risk indicators and thresholds.
- Monitor mitigation actions and escalate overdue items.
- Flag changes in the risk profile as conditions shift.

ANALYSIS AND REPORTING

- Analyze risk data and identify trends and concentrations.
- Prepare risk reports, heat maps, and dashboards.
- Support scenario analysis and risk quantification.
- Present findings clearly to risk owners and leadership.

CONTROL AND FRAMEWORK SUPPORT

Support the risk framework by mapping risks to controls, referencing standards such as ISO 31000, COSO ERM, and the NIST AI RMF, and helping keep methodology consistent.

THIRD-PARTY AND EMERGING RISK

Assess third-party and vendor risk, and evaluate emerging risks including those from AI, automated decision systems, and new technology entering the environment.

PROGRAM SUPPORT

Support risk committees, maintain risk documentation and methodology, and help embed risk awareness across business and technology teams.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Finance, Business, Economics, Data Science, Information Systems, or a related field, or equivalent experience.
- 2 to 4+ years of experience in risk, audit, analytics, or a related function.

- Working knowledge of risk frameworks such as ISO 31000 or COSO ERM.
- Experience with risk assessments, risk registers, and reporting.
- Strong analytical, quantitative, and communication skills.
- Comfort working with data and translating it into clear findings.

PREFERRED CERTIFICATIONS

One or more of: FRM, PRM, CRISC, CRM, CISA, depending on the risk domain.

TECHNICAL KNOWLEDGE

Enterprise and operational risk analysis, risk assessment, risk registers, key risk indicators, risk quantification and scenario analysis, third-party risk, risk reporting and dashboards, GRC platforms, and awareness of AI and automated-system risk.
