



JOB ADVERTISEMENT

Position: Compliance Assistant

Department: Compliance

Job Grade: Band 3

Position Location: Head Office

Reports to: Compliance Officer

No. of Vacancies: One (1)

Closing Date: 10th April, 2017.

Purpose of the role:

Monitoring and enforcement of AML/CFT and Compliance Policy, identification, assessment and mitigation of risks associated with Money Laundering and Terrorism Financing through daily monitoring of transactions for suspicious activity, carrying independent reviews on compliance with the policies and procedures to identify risk exposures, assess the level of adequacy of controls in place and the observance of Regulatory requirements and highlighting exceptions or violations to policy or regulations for prompt corrective action through regular reporting.

Key Responsibilities:

- Providing regular reports to management on exceptions, trends and corrective actions to the relevant committees EXCO, RMC, and Board.
- Daily reviews of the compliance to key regulatory and internal ratios and advising remedial action.
- Monitor and review daily customer transactions for suspicious activity and behavior and report to Management.
- Implementation of the approved annual work plan which includes compliance reviews, confirmation of submission of regulatory returns and training.
- Review, and enhancement of the Compliance, AML/CFT & KYC Policy and Procedures Manual and register of compliance obligations to ensure relevance to emerging requirements and adherence to its provisions by all Units.
- Implement recommendations towards compliance with regulatory inspections and audit findings.
- Maintenance and communication of local and international best practice on wide-ranging KYC & AML/CFT practices and prohibitions to individuals.
- Assist staff in understanding and applying the applicable laws, in relation to AML/CFT management and updating them regarding local and international industry and legislative developments.
- Maintenance of policies and procedures on the intranet and effecting amendments to internal policies and procedures.
- Strengthen risk identification and assessment through the use of the Risk Control Self-Assessment tool for the Compliance department.
- Enhance risk reporting to ensure visibility of key risks.
- Conducting Business Impact Analysis and Risk Assessments for the department & Updating of Business Continuity Plan.
- Identify self-development and training needs and develop plans to satisfy areas identified for continuous improvement of skills.
- Develop motivation and presentation skills



Job Specifications

Academic Qualifications:

- A University graduate.

Professional Qualifications:

- Post graduate qualification in Risk Management or Law from a recognized institution will be an added advantage.

Skills Required:

Technical skills

Work Experience:

- Well round knowledge of the Bank's operations and processes and excellent knowledge of Bank policies and procedures
- Ability to identify and articulate risks from customer data and feedback from questionnaires
- Excellent knowledge of National and International Compliance Standards, and other relevant Legislations and guidelines.
- Good understanding of the regulatory issues, reporting and operational requirement as provided by BOU, FIA, URA, NSSF etc.
- Ability to quickly grasp and understand systems and keen to detail
- Knowledge of core banking systems, banking applications and use of spreadsheets

Skills Required:

Personal attributes

- Results & achievement oriented:
- Personal Ethics:
- Communication Skills
- Interpersonal
- Proactive Initiator
- Human Resources Management

Working Relationships:

Internal

- All Departments – for guidance and solutions to emerging problem areas.

External

- External auditors, BOU inspectors, Correspondent banks - For clarification and support while performing their function in the bank.



Applications should be emailed to HR@NC-bank.com, not later than 10th April, 2017.