

1. JOB DETAILS

Job title:	AML Officer	Job grade:	Officer
Reports to:	MLRO		
Department:	FCC Team - Compliance		

2. JOB PURPOSE

The main purpose of this role is.

- To ensure Transaction Monitoring alerts are completed to a high standard and on timely basis
- To ensure Sanction Screening alerts are completed to a high standard and on timely basis
- To support customer Static Data screening alerts reviews to a high standard and on timely basis
- To ensure KYC/onboarding of customers are completed to a high standard and on timely basis
- To support the Compliance team with BAU and projects if required

3. JOB DIMENSIONS

Number of staff supervised:	Direct reports:	Nil
	Total team size:	7
Financial dimensions:	Income target:	Nil
	Operating budget:	Nil
Other (e.g. number of branches, customer volumes):		Nil

4. KEY ACCOUNTABILITIES

Description
<ul style="list-style-type: none">• Review and address Transaction Monitoring alerts in line with policies and procedures using strong analytical skills to review complex data to identify possible SAR transactions;
<ul style="list-style-type: none">• Review and address onboarding and payments Sanctions Screening (SSW) alerts in line with the policies and procedures.
<ul style="list-style-type: none">• Assist and conduct KYC / EDD reviews of FI, High Risk and PEP accounts opened during the year in line with policies and procedures.
<ul style="list-style-type: none">• Ensure all relevant data is captured and store accurately.

- Ensure compliance with Bank's Anti-Money Laundering and Counter Terrorist Financing policy, process and procedures and ensure that the process and procedures are embedded in the day to day working of the business and the staff are aware of its contents.
- Support provision of Compliance MIS on transactions / sanctions screening, onboarding and legal inquiries i.e. relevant Management Information to facilitate accurate and timely reporting to the Board of Directors and any relevant Executive Committee on the progress of work
- Ensure compliance with bank's Anti Money Laundering and Counter Terrorist Financing policy, process and procedures and ensure that the processes & procedures are embedded in the day to day working of the business and the staff are aware of it contents.
- Assist with any other duties as assigned by the MLRO.

5. QUALIFICATIONS AND EXPERIENCE

- Preferably 3 years' experience in a relevant area of Banking within a Regulated Institution
- Strong knowledge of Transaction Monitoring and AML/PEP/Sanctions screening
- Confident ability to make quick decisions
- Good knowledge of Compliance aspects – KYC, AML, Sanctions and CTF
- Good attention to detail and record keeping skills
- Excellent written and oral communication skills
- Ability to challenge the business on client submissions where applicable
- Ability to prioritise workload and meet deadlines
- Ability to learn and use new systems and controls with analytical and problem-solving skills
- Team player but also able to work using own initiative and identify improvements
- Flexibility on working hours where deadlines need to be met (rare/occasional circumstances)

6. JOB CONTEXT

The role of the FCC team is to make sure that the Bank (and branches) conducts its business in full compliance with all applicable laws and regulations that pertain to industry, as well as professional standards and accepted business practices. It also performs specialist Financial Crime risk management activities, is responsible for the filing of SARs and managing Sanctions compliance.

As part of the Compliance Department, the FCC team plays an essential role in helping to preserve the integrity and reputation of the Bank, and so a good level of knowledge and understanding of Compliance and the related regulatory requirements is key for this role.

7. APPROVALS

Job holder	
_____	_____
Signature	Date
Line manager	
_____	_____
Signature	Date