

**BANK OF AFRICA**

BMCE GROUP

**Job details**

Job Title: Compliance Officer

Department/Office: Compliance & Permanent
Control DepartmentSupervisor/Manager Title: Manager
Compliance

Grade:

Positions reporting to this job: None

Job Purpose

- Responsible for monitoring the bank's compliance with external and internal regulations, laws, rules, policies and procedures.
- Responsible for controlling and managing all risks related to money laundering, financing of terrorism and compliance with financial embargoes/sanctions.

Responsibilities and Accountabilities

1. **Regulatory and Statutory Compliance;** Ensure reports to the regulators are submitted within required timelines by;
 - a) Ensuring Compliance with due diligence and KYC requirements as per regulatory requirements and international best practice.
 - b) Monitoring banks implementation of CBK prudential guidelines.
 - c) Ensure timely submission of CBK, FRC, FATCA, UFAA, Group reports and other regulatory reporting requirements.
 - d) Ensuring that any new and amendments to the relevant laws and regulations are communicated and implemented.
 - e) Coordinating the implementation of FATCA, Unclaimed assets and any emerging regulations by the bank.
 - f) Ensuring 100% coverage of the annual compliance review plan for the various units.
 - g) Reviewing of new process flows, products, projects, policies and procedures for adequacy of compliance risk management.
 - h) Periodically reviewing the compliance risk management policy and other policies relating to the compliance function.
 - i) Following up on implementation of pending compliance audit findings.

2. **Correspondent banking;** Compliance with internal and external requirements on correspondent banking KYC;
 - a) Annual review of KYC documentation with correspondent Banks and other counterparties.
 - b) Facilitate responses to correspondent Bank AML and KYC queries.
3. **Screening and Monitoring ;** Ensure daily monitoring, screening and blacklisting of alerts as appropriate by ;
 - c) Reviewing and treatment of alerts triggered by the Various screening and monitoring systems put in place including Core Banking system and triggers from other manual processes.
 - d) Managing the various blacklists.
 - e) Identifying and reporting of suspicious transactions/activities.
4. **Research on compliance related matters;** Participating in research of compliance related matters.
5. **Participate in Training and development of compliance related matters to stakeholders:** Carrying out training and awareness actions related to compliance areas for the Bank staff.

Key Performance Indicators (at least 5)

1. 100% compliance to all statutory and regulatory guidelines.
2. Nil fines / nil penalties due to lapses in compliance.
3. New/ amendments to the relevant laws and regulations to be communicated to the business units 1 week after issuance.
4. 100% compliance with regulatory requirements (CBK, FRC, BIFD, FATCA, Group and Unclaimed Assets Act)
5. 100% Review, closure or escalation of alerts generated by various system

Minimum Requirements

Work Experience

- Minimum 3 years' banking experience in compliance or risk department with a good understanding of Bank policies, procedures, and external regulations.
- Demonstrated expertise and in-depth knowledge in Banking Operations and Controls.
- Demonstrated expertise and in-depth knowledge in AML/CFT and KYC Controls
- Good understanding of Central Bank Prudential guidelines, Basel Rules, Banking Act, IFRS and other relevant statutes in Banking.
- Evidenced knowledge and understanding of the current banking and financial services operating environment, trends, and practice, related regulatory and governance guidelines and requirement, and applicable laws.

Academic & Professional Qualifications

- University Degree in Business or related field such as Economics from a recognized institution.
- Certifications in ACAMS, CPA, CFE or any relevant profession is added advantage.

Competencies and Attributes

1. **Communication Skills (Verbal & Written) and Presentation skills** – ability to communicate effectively with various stakeholders.
2. **Knowledgeable** – demonstrate extensive knowledge on local and regional regulations, banking business, good research and investigative ability and compliance topics.
3. **Team player, results oriented and take initiative-** ability to work well with fellow team members to achieve departmental objectives
4. **Analytical Skills** - ability to deconstruct information/critical thinking, to draw conclusions for problem analysis, resolution and decisions making. Continuous professional learning

Relationships and working contacts

Internal Stakeholders: Staff, Management & Group BMCE

External Stakeholders: Service providers, Customers, Central bank of Kenya, Government agencies, External auditors.

Work Environment

Office set up.

Application Procedure

Send your current CV and brief application letter to recruitment@boakenya.com

Application deadline is 30th September 2022.

