

JOB DESCRIPTION

Title	Senior Compliance Officer & Deputy MLRO
Reports to	Head of Compliance & MLRO
Department	Legal and Compliance
Location	Based at the London Office (hybrid working model with 3 days a week in the office)

Main purpose of the role

To support the Head of Compliance & MLRO with the following:

- maintenance of the financial crime (AML, CFT/PF, sanctions, bribery and corruption and fraud) framework; defining and delivering financial crime training; conducting suspicious activity monitoring and reporting; reviewing due diligence on clients and third parties; monitoring third party payments; and sanctions monitoring of asset management positions.
- development and implementation of the compliance framework for GIB (UK) Limited and GIB BSC, London branch, which meets the requirements of the Prudential Regulation Authority, the Financial Conduct Authority, the US Securities Exchange Commission and the Central Bank of Bahrain.
- Provision of day-to-day compliance advice, monitoring adherence with the rules and regulations and developing internal policies and processes to ensure that regulatory and conduct risks are identified, assessed, monitored and managed in line with the Bank's risk appetite.

Whilst there will be an emphasis upon economic crime for the role, it is anticipated the incumbent will also participate in a broader range of activities undertaken by the function.

Key duties and responsibilities

- Monitor and assess the impact of regulatory developments in relation to financial crime and engage with the relevant business areas to ensure they are implemented.
- Develop and conduct AML and financial sanctions monitoring.
- Conduct financial sanctions monitoring on payments.
- Review initial and on-going KYC due diligence for clients and third parties and act as a point of escalation for the business.
- Support with the investigation of escalated transaction monitoring alerts.
- Provide staff training on financial crime matters and other compliance subjects as necessary.
- Oversee FATCA compliance.
- Prepare management information.
- Maintain relevant policies, procedures and risk assessments.
- Maintain the compliance manual and ensure it is effectively communicated to all staff.
- Carry out monitoring activities and follow-up on recommendations arising from the monitoring programme.
- Advise on compliance issues arising in the business.
- Review and approve financial promotions and maintain appropriate records.
- Conduct independent investigation of client complaints where appropriate.
- Manage and respond to external due diligence requests received from third parties.
- Support with addressing findings arising from internal audit reviews.

Experience, skills and knowledge

Professional qualifications required (if applicable)

Chartered Institute for Securities and Investments (formerly SII) Diploma in Regulation and Compliance or equivalent preferred. Relevant financial crime qualifications also desirable.

Experience

- Experience of working in the Compliance department of a bank, with experience of AML and financial sanctions regulation, preferably as a deputy MLRO.
- Previous experience on cross border payments in high risk jurisdictions would be an advantage

Skills

- Sound knowledge of the:
 - UK Money Laundering regulations and the guidance of the Joint Money Laundering Steering Group.
 - UK HMT and US OFAC financial sanctions legislation and practical implementation of safeguards to prevent breaches of this legislation.
 - Regulation relevant to a bank and asset management business, especially SYSC, SUP, COBS.
- Effective communication skills – both verbal and written
- Ability to challenge constructively
- Time management, organisation skills and multi-tasking

Personal Qualities

- Ability to think and assess critically.
- Uphold high standards of work quality and integrity.
- Intellectually curious, commitment to continuous learning.
- Confident
- Adaptable
- Agile learner
- Self-motivated
- Collaborative