

## JOB DESCRIPTION

<b>Title</b>	<b>Head of Compliance &amp; MLRO</b>
<b>Reports to</b>	<b>Chief Risk &amp; Compliance Officer (CR&amp;CO)</b>
<b>Department</b>	<b>Compliance</b>
<b>Location</b>	<b>Based at the London Office (hybrid working model)</b>

### Main purpose of the role

To support Gulf International Bank (UK) Limited ('GIB (UK)') and London Branch of Gulf International Bank BSC ('GIB BSC London') in meeting their regulatory compliance and anti-economic crime responsibilities in relation to all applicable regimes (e.g. UK, European, US and Bahrain). This includes:

- Economic crime (AML, sanctions, bribery & corruption and fraud): maintaining economic crime framework, defining and delivering economic crime training, suspicious activity monitoring and reporting, independent review and approval of client and counterparties due diligence, letters of credit and third party payments
- Compliance advisory: regulatory change management, regulators relationship management, advice on regulatory requirements, maintaining the Compliance framework, training the Business on financial crime, regulatory and conduct topics, promoting and measuring high standard of conduct and ethics and an effective compliance culture)
- Compliance monitoring: defining and delivering a risk based monitoring plan - including thematic reviews and periodic testing, maintaining the conflict of interest, gift & entertainment, regulatory breaches and complaint registers and reviewing financial promotions

### Key duties and responsibilities

Line management responsibility for the Compliance team, currently consisting of a Senior Compliance Officer & Deputy MLRO and 2 Compliance Officers. Supporting the CR&CO with:

#### Regulatory Affairs:

- Advise Senior Management on regulatory horizon and impact on business model
- Managing the relationship with the regulators, organising and managing their written communications and visits, submitting breach notifications where required
- Reviewing and submitting regulatory registrations
- Defining and supervising the implementation of the Regulatory Change Management framework

#### Policies and procedures:

- Maintain Compliance policies and procedures in line with the Governance Framework to ensure compliance with PRA, FCA, SEC, ESMA and CBB requirements

#### Compliance Monitoring Programme:

- Performing a Compliance risk assessment of GIB at least annually and preparing a monitoring programme to ensure the risks identified are adequately controlled and managed
- Overseeing the execution of the Compliance monitoring programme including tracking recommendations through to completion

**Advisory:**

- Providing clear, reliable and consistent advice to GIB on any compliance issues arising in the business, including in relation to any new business initiatives
- Overseeing the review of financial promotions to ensure that they are clear, fair and not misleading.
- Assessing whether regulatory notification is required
- Investigating and remediating regulatory breaches including notification to the regulators

**Training:**

- Inputting into definition of mandatory training plan by Human Resources
- Providing class-room or remote training to GIB staff and Board on relevant regulatory topics

**Economic Crime/MLRO:**

- Defining and maintaining the economic crime framework, policies and procedures
- Ensuring new clients and counterparties comply with the Economic Crime Policies before an account is opened, and ensuring existing clients and counterparties continue to meet the requirements
- Supporting and coordinating senior management focus on managing the associated economic crime risks.
- Approval of LCs referred to Compliance team and approval of all trade finance transactions
- Providing training to GIB staff on anti-money laundering, sanctions, fraud, bribery and corruption
- Preparing and presenting MLRO reports to the Business Risk Committee, Board Audit & Risk Oversight Committee and Group Compliance
- Receiving and investigating suspicious activity reports to the UK Financial Intelligence Unit and liaising with the regulator.

**Reporting and Governance:**

- Reporting to the Business Risk Committee and Board and Audit and Risk Oversight Committee, with appropriate, timely and high quality information regarding Compliance and Economic Crime, so that the Committees can effectively discharge their responsibilities
- Preparing and submitting necessary reports to the regulators and Group Compliance
- Representing the Compliance & MLRO function on relevant governance committees
- Ensure you are aware of the risks associated with the processes of the department and the controls used to mitigate those risks and maintain the Risk & Control Self-Assessment for Compliance
- Help CRCO build and track Compliance department's budget

**Culture responsibilities**

- Implement target culture, including D&I, in the Compliance department
- Proactively drive action to help achieve our sustainability objectives
- Maintain understanding of regulatory requirements and best market practices
- Own relevant policies and procedures as per Governance Framework
- Represent the department on committees and working groups, in an open and proactive way

**Experience, skills and knowledge**

**Professional qualifications required (if applicable)**

- Chartered Institute for Securities and Investments Diploma in Regulation and Compliance or equivalent preferred
- CFA UK Level 4 Certificate in Investment Management (IMC) ideal
- Educated to post-graduate level or equivalent preferred.

## Experience, skills and knowledge required

### Experience

- Significant experience of working in the Compliance department of an Asset Management or a Bank, preferably having been a MLRO and held a position of responsibility. Previous experience in advising on cross border activity would be an advantage.

### Skills

- Highly effective communication skills – both verbal and written
- Ability to challenge constructively
- Time management, organisation skills and multi-tasking.
- Thorough understanding of the UK Money Laundering regulations and the guidance of the Joint Money Laundering Steering Group.
- Working knowledge of the regulator sourcebooks that are relevant to GIB's business, especially SYSC, SUP, COBS and good understanding of the PRA requirements around Governance, Systems and Controls and Prudential Planning.
- Abreast of current regulations and market practices.
- Understanding of the big data, digital and AI
- Understanding of Conduct, Culture, and Behaviour Science
- Competent knowledge and use of the following systems:
  - Word
  - Excel
  - PowerPoint

### 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

## THIS SECTION MUST BE COMPLETED

<b>Certified Person:</b>	<b>SMF17 Senior Management Function for Gulf International Bank (UK) Limited &amp; Gulf International Bank BSC London Branch</b>
<b>Level of Authorisation held (ie payment authoriser)</b>	<b>B signatory</b>
<b>Bank Signatory?</b>	<b>Yes</b>
<b>Level of Responsibility (ie Department Manager)</b>	<b>Yes</b>