

Compliance: Compliance officer

Grade:	Deputy Manager				
Business:	Compliance	Department:	-	Sub-Department:	-
Location:	Pan India				
About Compliance					
The compliance department ensures that the financial institution complies with applicable laws, regulations and rules, and it plays an essential role in helping to preserve and ensure adherence					
About the Role: Compliance Officer					
The Compliance Officer must ensure timely closure of correspondence by sending quality responses to the regulators. Through timely dissemination of regulatory circulars and providing actionable through DCO, the Compliance Officer must coordinate with various business departments with reference to review of RCM pertaining to Third Party products. The Compliance Officer thus ensures the adherence and compliance of all regulatory requirements					
Key Responsibilities					
The candidate will be responsible for the following in their job role:					
<ul style="list-style-type: none">• Maintaining timely correspondence and closure including quality in interactions provided to the regulators.• Timely dissemination of actionable to applicable departments for ensuring timely implementation of agreed actionable by business.• Review controls submitted by business team of third party products for new regulatory guidelines/changes to maintain quality• Preparation of tracking database for beneficial ownership update for the purpose of bank wide analysis• Develop in depth understanding of the regulatory guidelines of various circulars that falls under the purview of Retail Liability vertical• Develop understanding and eventually expertise in the regulatory aspects of the Third Party products that falls under the purview of Retail Liability vertical• Designing Learning Modules to drive Bank wide awareness program on Compliance Culture for Circles, Branches, and Liability Sales team which primarily includes Does and Don'ts of KYC/AML, best practices to induce strong compliance culture, problems areas and solutions that needs to implemented.• Identify and track the gaps and follow ups undertaken for closure within specified timelines.• Evaluate guidelines within the stipulated time, from the date of receipt with definite TAT.• Maintaining quality in interactions/guidance provided to business/operating units.• Carrying out testing of processes related to customer services• Query handling on relevant subject					
Role Proficiencies					

For successful execution of the job, a candidate should possess the following:

- Ability to manage risk and uncertainty for self and team within a dynamic priority-setting environment
- Strong Excel and database manipulation skills, financial and statistical analysis skills)
- Good communication (both verbal and written) and inter-personal skills
- Ability to prioritize and make decisions in a fast-paced environment
- Ability to work as a part of team and contribute towards team goals
- Ability to manage multiple tasks/projects and deadlines simultaneously

About the role: Compliance AML

AML Regulatory Reporting, AML Alert process improvements, managing AML Audits, Risk Categorisation, Name Screening, Process documentation, SOPs, Risk and Control Matrix

Key Responsibilities

The candidate will be responsible for the following in their job role:

- Reasonable understanding of the provisions of the Prevention of Money Laundering Act.
- Knowledge of Regulatory Reporting to FIU India (CTR, NTR, CCR, CBWTR)
- Framing of Rules/Logic/Thresholds for AML Alert scenarios for AML Transaction Monitoring scenarios/RFIs.
- Screening of Names / remittance transactions against negative list as per legal / regulatory requirements.
- Risk Categorisation of Customers - Onboarding and periodic risk.
- Formulation of Rules for Name Screening in RAMP application and optimisation of rules for reduction of false positives.
- Preparation of appropriate responses to Regulators and Law Enforcement agencies, Board Notes to Senior Management.
- Understand and interpretate AML/ KYC policies and processes. Participate in remediations
- Handling internal / external audit assessments on AML.
- Drafting of Standard Operating Procedures, Country Risk from AML perspective
- Ensure Risk and Controls are updated and monitored through each AML processes
- AHowever, preference to be given to those having completed CAIIB, AML certifications such as ACAMPS/CAMI /AML KYC certification or other professional banking courses.

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