



VACANCY

COMPLIANCE OFFICER - HEAD OFFICE

CORE PURPOSE OF THE JOB

To manage regulatory and reputational risk at the Bank

MAIN FUNCTIONS OF THE JOB INCLUDE:

- Manage compliance within the Bank, ensuring that the Bank and its staff are complying with regulatory requirements; and supervisory requirements, best practise requirements and industry standards.
- Develops and implements the Bank's Compliance Programme
- Maintains current knowledge of laws and regulations, keeping abreast of recent changes
- Reviews and approves business policies and procedures
- Assists business in implementing existing, new and/or amended regulatory requirements
- Reports material compliance related matters to the Board of Directors and Executive Management
- Continuously seeks to establish a compliance culture that contributes to the overall objective of prudent risk management by the group
- Reports violations or potential violations to Regulatory Authorities as and when required
- Guides the Board of Directors, Executives, Senior management and staff on compliance
- Submits formal monthly and quarterly compliance reports as may be required by various Group governance structures and regulatory requirements
- Works with the Human Resources Department and others as appropriate to develop an effective compliance training program for staff and management on compliance matters
- Analyses and identifies compliance risks and provides advice to management, relevant committees, business and staff in order to effectively manage compliance issues
- Develops and maintains a comprehensive compliance monitoring schedule

- Liaises with Regulators and acts as the focal point of contact between the Regulator and the Bank
- Member of Management team on Management EXCO and invited to relevant Board meetings
- Act as Compliance representative for various Bank committees
- Integrally involved in FAIS Compliance
- General Assisting the Chief Risk Executive when requested

QUALIFICATIONS

- BCom / LLB or Similar relevant degree
- CPrac qualification will be a definite advantage
- Diploma/Certificate in Compliance Management

PREFERRED EXPERIENCE

- 5 years compliance management experience
- 3 years banking experience
- Previous legal/account experience and in working in a Compliance division

KNOWLEDGE

- This role requires thorough knowledge of Legal compliance and risks inherent in non-compliance
- Proficient in Microsoft Office
- Legislation
- Compliance processes and procedure

SKILLS REQUIRED

- Deadline Driven
- Prioritisation and Time management
- Good communication skills, written and verbal
- Ability to work under pressure
- Excellent report writing skills
- Good organisation skills
- Work independently with little supervision as well as a member of a team
- Attention to detail
- Ability to meet strict deadlines
- Accuracy with attention to detail
- Trustworthy
- Interpersonal
- Confidentiality
- Integrity

- Professional
- Initiative

Kindly forward your CV to hr@albaraka.co.za