

Job Description



JOB TITLE:	Head, Compliance	REFERENCE INDICATOR:	
DIVISION:	COMPLIANCE	DEPARTMENT/ UNIT:	Risk
JOB GRADE:	DM - PM	VERSION NO:	2.0
NAME:			

JOB OBJECTIVE(S)

- Ensuring compliance with local laws and regulations
- Implementing appropriate AML, CFT, sanctions and financial crime prevention policies, procedures, systems and controls on a Country level
- Ensuring the standards reflect international best practices
- Inculcating a compliance culture within UBA through training
- Providing compliance advisory services to the Bank & ensuring Bank compliance is the Compliance centre of excellence
- Keeping senior management informed on an ongoing basis of the quality of compliance risks, deficiencies, issues and the status of corrective actions relating to Compliance.
- Providing Management with MIS on the Bank's risk profile to enable informed decision making
- Promote, lead and manage the culture and practice of Compliance within regulatory requirements and ethical standards consistent with supporting the Bank's strategic direction and growth aspirations in Africa.
- Establish and maintain frameworks to ensure compliance with applicable banking regulations, internal policies, procedures and codes so as to protect the reputation of the bank with its regulators and balance the needs of other stakeholders.
- Identify, mitigate, monitor and manage regulatory (including financial crime) risks across the Bank.
- Ensure the effectiveness of the Bank's management of Compliance and Regulatory Risk issues.
- Ensure appropriate and effective risk based monitoring is conducted by Compliance across the Country.
- Ensure compliance with local laws and regulations

DUTIES AND RESPONSIBILITIES

- Implement appropriate AML, sanctions, CTF and financial crime prevention policies, procedures, systems and controls on a Bank level which clearly must reflect international best practices and Group standards
- Develop and maintain a Rule Book encompassing all Compliance related regulatory requirements spanning all business groups and products of the Country
- Conduct compliance reviews at local and Group levels to ensure adherence to policies & procedures
- Inculcate a compliance culture within UBA through training and the dissemination of national and international findings.
- Maintain the E-learning platform for Compliance training.
- Provide compliance advisory services to the Bank.
- Enhance the IT infrastructure supporting the AML monitoring and on-boarding processes by introducing automated transaction monitoring and filtering process.
- To keep abreast with external developments in the AML/Compliance arena and maintain relationships with trade bodies, regulators and other groups that have input into the financial crime agenda
- To take an active role in discussions with the business and senior management about risk assessment and reputational issues involving new and existing clients and products
- Implement a pro-active, risk mitigating supervisory approach
- Ensure suitable arrangements are in place for the internal and external reporting of suspicious activity
- Proactive identification of emerging Risks in the Bank and the development of Controls for the benefit of all stakeholders using a risk based approach.

KEY PERFORMANCE INDICATORS

- Broad based compliance knowledge across the banking arena including financial crime prevention experience
- A strong commercial understanding of regulation and its impact.
- Detailed knowledge of risk appetite management frameworks and techniques
- Knowledge of the shape and direction of the UBA businesses
- Knowledge of international best practices pertaining to financial crime prevention.
- Appreciation of the banking products and services
- Timeliness in the development of policies for the management of Operational and Compliance risk exposures
- Risk Identification & Documentation of Controls in New Products, Procedures, SLAs
- Timeliness in the development of processes in relation to risk prevention
- Quality of Risk and Control Self-assessment

JOB REQUIREMENTS

Job Description



Education: Degree level

- Graduate calibre
- Relevant experience in financial crime prevention roles
- In depth knowledge of regulatory requirements
- Exposure to cross border issues and operation of financial crime prevention in a global international business
- Experience of crime prevention change management arising out of the integration and consolidation of different businesses.

Approved by:

Name:

Signature:

Date:

Attestation of job holder

I have read and understood my job description and performance matrixes.
