

Job details	
Job title: Regulatory Compliance & Transaction Monitoring Officer	Line Manager title: Head, Compliance & MLRO
Direct reports: N/A	
Department: Compliance	Location: UBA Kenya Head office, Nairobi
Job summary	
<p>Reporting to the Head, Compliance & MLRO, the job holder will be responsible for the implementation, execution and monitoring of the Compliance Program and Anti-Money Laundering and Counter Terrorism Financing (AML/CFT) Program. Specific risk areas include, internal policy compliance, regulatory compliance, ethics and conduct risks, and AML/CFT risk. S/he will manage the systems that identify, evaluate, mitigate and monitor UBA's regulatory and AML/CFT risk, and co-ordinate with all programmes and departments within UBA by creating linkages between UBA Group compliance initiatives and Compliance at the country level. S/he will also oversee organisation-wide compliance with UBA policies and regulations.</p>	
Roles and responsibilities	
<ul style="list-style-type: none"> Conduct risk assessments on the bank's Compliance programmes, which will involve identifying, describing and profiling the risks affecting the bank as well as evaluating the identified risks against the organisation's risk appetite. Review transaction alerts through manual processes and the automated software (ACTIMZE), Western Union -Voyager platform, Money Gram, M-PESA with a view of spotting inconsistencies and escalating accounts with financial crime concerns to the Head, Compliance & MLRO Develop plans to proactively address any compliance risks including AML & KYC weaknesses identified and follow up with process owners to close the gaps noted. Ensure compliance with the Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT) standards across the bank. Provide compliance advisory services to the Business and ensure the compliance standard of the region is the Compliance centre of excellence. Implement appropriate AML/CFT sanctions and financial crime prevention policies, procedures, systems and controls. Follow up to ensure the branches obtain & update all missing client documentation from client (with the help of the RMs) Sourcing & updating accurate and relevant client data from the internet & or other bespoke information providers Establish the complete compliance spot checks for UBA Kenya based on applicable laws, regulations, policies and related policy standards and policy guidelines and aim at achieving 100% compliance. Conduct monthly spot checks on SBU to ensure 100% compliance with the regulatory requirements applicable to each SBU Assist in implementing the compliance risk management vision for UBA and ensure that compliance management policies and strategies comply with applicable regulations and the strategic imperatives of UBA Continue to develop and improve compliance risk management tools, practices, and policies enabling the analysis and reporting of compliance risk according to the compliance management framework. Assist to Develop and foster a coherent compliance culture that becomes effectively embedded throughout the organisation. Guide the integration of compliance risk management with other organisational planning and management activities such as product development, business strategy etc. Ensure that UBA's Compliance risk identification, aggregation, mitigation and monitoring capabilities are commensurate with the size, complexity and risk profile of the organisation. Prepare Compliance reports in an appropriate way for different audiences, for example the Board Risk Management & Compliance Committee, Executive Management Committee. Proactively identify emerging risks and report to relevant stakeholders. Monitor and report on compliance with regulatory requirements including UBA Policies Monitor and track outstanding compliance items including regular review and follow-ups at scheduled intervals. Advise senior management on compliance laws, regulations, rules and standards and keep them updated on all new developments with potential impact to the bank's compliance profile. Review all regulatory prudential returns to ascertain their compliance with the regulatory requirements and assess accuracy, completeness and timely submission. Ensure effective management and resolution of all compliance and control issues across the Bank. 	

- Maintain and regularly update a compliance issues data base with compliance findings by regulators and auditors and escalate long outstanding items for senior management intervention.
- Liaise with country operations and departmental/unit heads on the adequacy of proposed actions in management of risk areas.
- Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.

KEY RESPONSIBILITIES & PERCENTAGE (%) TIME SPENT

- Compliance levels against established AML & KYC standards/benchmarks including transaction monitoring (10%)
- Implement the Compliance Risk Management policies, procedures, standards, systems and guidelines (30%)
- Provide regular reporting as required on regulatory compliance including AML & KYC (10%)
- Provide the necessary guidance and training to ensure compliance with regulatory requirements, internal policies, procedures, standards and guidelines (20%)
- Monitor and as necessary coordinate compliance activities of other departments within the Bank and identify risk and compliance trends (10%)
- Identify potential areas of compliance vulnerability and risk and provide guidance on how to mitigate the risks identified and follow up to ensure corrective actions are implemented (10%)
- Adequacy of personal competence through continuous professional and technical education to effectively perform risk and compliance tasks (10%)

- Analyse and disseminate the compliance requirements of existing, new/revised UBA regulations and policies.
- Ensure that Board of Directors, management and employees comply with the rules and regulations of the organisation, that set policies and procedures are being followed.
- Conduct compliance checks on compliance with policies, rules and regulations, including liaison with internal and external auditors.
- Regular reporting to the Head, Compliance on management of breaches, incidents and issues.
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of compliance risk applicable to the role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand and escalate compliance issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to UBA's core values and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens UBA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time.

Academic and professional qualifications

- At least a Bachelor's degree or its equivalent in Law, Economics, Finance, Banking, Accounting, Business Administration or Mathematics
- Experience in use of standard software used in the Bank such as Word, Excel, Access and PowerPoint

Work experience

- A minimum of 3-4 years of relevant professional experience in banking and/or finance
- At least three years of managing a risk related function in a Financial Institution.
- Experience managing risk and assurance within a bank

Technical skills and behavioural competencies

- Performance Management to optimize own productivity
- Technical skills to effectively perform and/or guide performance of Compliance activities/tasks in a manner that consistently achieves high quality standards or benchmarks.
- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external) and other stakeholders who impact performance.
- Knowledge and experience in modern Compliance Risk Management practices to initiate and implement tactical changes to support business performance.
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.
- An understanding of the operations environment and an all-round knowledge of how all the units within the Bank operate.
- Good analytical skills
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.