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Junior Executive Assistant Compliance Division

Job Role

- Investigate the alerts generated on customer transaction through AML system and escalate suspicious activities to supervisor.
- Facilitate required documents/ information with respect to investigations by Law Enforcement Authorities
- Ensure FIU Call For information requests are promptly attended with all required information.
- Update the FIU Call for information database and perform periodical screening of customers against Sanction lists.
- Assist in Reviewing of Compliance Risk Assessment in order identify the priorities areas of concern for the Bank to undertake further reviews and action.& prepare monthly branch self-evaluation Report for the ERMC
- Completing the Annual BCP exercise and bi annual RCSA exercise to ensure all compliance details updated
- Preparation of Quarterly Compliance Status Report for the BIRMC
- Identify improvements in AML systems and coordinate with Vendor and IT to facilitate such changes.
- Conduct Compliance reviews as per the review plan and submission of the review reports to BIRMC
- Reviewing the aging reports of branch compliance users to ensure maximum usage of compass system
- Coordinate logistics activities for various compliance related initiatives such as ACOB Training Activities, in house training events, e-Learning module and coordinating CBSL onsite audit examination.
- Promoting staff awareness on anti - money laundering regulations
- Ensuring that Compass users profiles are update to date and solving any user related queries

Candidate Profile

- Full or part qualification in Banking (IABF / DABF) and/ or in Finance/Management.
- 2 - 3 years Banking experience preferably in Branch Operations.
- Excellent relationship management and communication skills necessary for interaction with external stakeholders
- Ability to provide independent advice on highly technical compliance matters
- Good planning and organization skills
- Ability to delicately solve sensitive matters.
- Knowledge of regulatory laws and directions
- Ability to respond to contingencies

Send your CVs to careers@amana.lk indicating the position applied for in the subject line on or before 12th August 2022.

Only shortlisted candidates will be notified



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