

## Assistant Manager, KYC/AML Compliance at SBM Bank

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Location: Kenya

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### Job Description

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SBM, a growing international financial institution in Africa, provides a wide range of corporate and commercial banking solutions to its clients. Kenya will operate as a gateway to Africa for SBM. SBM Bank (Kenya) Limited shall focus its activities on products and services for corporates and SMEs.

### JOB SUMMARY:

To ensure that the Bank adheres to and is compliant with the laws, regulations and best practices pertaining to the conduct of Customer Due Diligence, Anti-Money Laundering e.g. the Proceeds of Crime and Anti-Money Laundering Act (and subsequent amendments), CBK Prudential guideline /PG/08 Proceeds of Crime and Money Laundering (Prevention) and Combating the Financing of Terrorism etc.

### KEY RESPONSIBILITIES:

**To undertake Customer Due Diligence (CDD) as per the Law, Prudential Guidelines and the Bank's KYC/AML Policy – 35%**

To review customer KYC/AML documentation and ensure that all the requisite documentation as per the KYC/AML standards/checklist has been provided and that the information contained therein is comprehensive and consistent;

To ensure that adequate customer KYC/AML records are maintained for all the Bank's customers as required by law;

To prepare and maintain case management reports for all customers whose KYC/AML files they have reviewed;

To screen all clients at the point of on-boarding against known sanction lists, Internal blacklists and PEP databases;

To undertake customer risk profiling as per the Bank's KYC/AML policy;

To undertake regular money laundering/terrorism financing risk assessment;

To assist in updating and maintaining internal blacklists against which customers are screened;

To conduct Enhanced Due Diligence (EDD) on customers classified as High Risk as per the Bank's risk calculator.

To perform other duties as may be assigned by the management.

**Transaction monitoring and reporting of large cash transactions (CTRs) and suspicious transactions (STRs) to the Financial Reporting Center (FRC) – 30 %**

To review and analyse customer transaction reports on a regular basis with a view to identifying split cash transactions, large cash transactions and or any suspicious transactions for purposes of reporting to the Financial Reporting Centre (FRC);

To follow up on alerts flagged by the AML monitoring tool and to document action taken to close the matters arising;

To prepare and maintain reports (register) on all split transactions, large cash transactions and suspicious transactions identified;

To request for additional supporting documentation or obtain explanations for transactions that are identified or flagged as suspicious by the automated transaction monitoring system.

**Development, Implementation and Enforcement of the Bank's KYC/AML Programme – 7.5%**

To participate in the development, implementation and enforcement of the Bank's Know Your Customer (KYC)/Anti-Money Laundering (AML) compliance programme.

To participate and contribute to the development and enhancement of the Bank's

KYC/AML Risk Calculator;

To track and ensure that the agreed Turnaround Times (TATs) and Service Level Agreements (SLAs) agreed with other departments in the Bank are monitored and adhered to.

### **Leadership & Stakeholder Engagement – 7.5%**

To participate and assist management in promoting a culture of compliance with KYC/AML laws, regulations and policies in the bank through induction and conducting of regular training and sensitization sessions;

To develop, implement and maintain a framework for the conduct of Know Your Customer (KYC)/Due Diligence and enforcement of the Bank's Anti-Money Laundering (AML) compliance programme;

To actively participate in industry forums and workshops so to keep abreast with new developments, best practices and/or changes in the laws and regulations related to KYC and AML;

To coordinate and respond to inquiries or requests for information on the Bank's KYC/AML programmes from the Regulator, Correspondent Banks and other interested parties.

### **Reporting – 20%**

To prepare and submit weekly activity reports;

To prepare and maintain an up to date customer risk profiles register;

To update and maintain a register of all client's classified as Politically Exposed Persons (PEPs);

To prepare and submit statutory / regulatory reports as required by the regulator with regards to KYC/AML;

To prepare and maintain up to date KYC/AML compliance risk assessment reports as directed by the Manager ;

To assist in the preparation of papers for the Management and Board giving updates on the status of compliance with the laws, regulations and policies related to KYC/AML.

## **KEY RELATIONSHIPS:**

### **Direct Reports to this Position:**

KYC/AML Senior officer/Officers

### **Customers of this Position:**

Board Risk Committee (BARC)

Executive Management Committee (EXCO)

Operational Risk Committee (ORCO)

All Branches and Departments

## **KNOWLEDGE, SKILLS, AND COMPETENCIES:**

### **Knowledge; Skills and Experience required for this Role:**

At least five years' experience in a banking environment, working in a similar role and with sound exposure

and knowledge of KYC/AML Laws Regulations and Best Practices.

Bachelors' Degree and a Post Graduate Degree

### **Competencies required for this Role:**

Leading teams

Working with people

Creating and Innovating

Delivering results and exceeding customer expectations

Planning and Organising

Learning and Researching

Writing and Reporting

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