

## Senior Compliance Officer

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Company: Fuzu

Location: Nairobi

Category: business-and-financial-operations

### Job Summary

Contract Type:

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Requirements:

A Bachelor's Degree, preferably in a business, legal or related field

3-5 years of work experience. A paralegal background or experience working in a law firm or regulated institution is an added advantage.

Additional compliance-related certifications, including training in anti-corruption, fraud prevention or similar are an advantage

Outstanding attention to detail

A high degree of integrity and responsibility

Excellent communication skills and fluency in English

### Responsibilities

Ensuring company-wide compliance with all applicable laws, regulations, and contractual obligations.

Owning the further development, implementation, and maintenance of Apollo's comprehensive compliance program, addressing measures relating to anti-money laundering, counter terrorist financing, anti-bribery and corruption, and data protection, among others.

Project managing the development of a comprehensive compliance risk assessment framework, coordinating closely with the CFO and external legal counsel.

Developing and delivering comprehensive information to senior management on compliance matters. Coordinating with senior management to determine compliance reporting metrics and develop a system to track them.

Working closely with external legal counsel and the CFO to design and implement an ongoing AML/KYC/DAP training program for Apollo employees.

Ensuring up-to-date documentation of all compliance related documents, policies and procedures.

Working across Apollo to ensure that compliance policies are adhered to and partnering with teams to improve the implementation of compliance policies, where necessary.

Conducting compliance audits to ensure adherence to the company's compliance program.

Draft and review contracts, agreements, and other legal documents and liaise with external legal counsel as required.

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