

Job Description

Job Title:	Business Compliance Support Analyst
Department:	Business Development
Reports to:	Team Lead, Business Compliance Support
Direct Reports:	No
Certified Person:	No
Budget Responsibility:	No

Purpose of role:

To provide support to the Team Lead, Business Compliance Support in the process of conducting quality Clients' Onboarding and Periodic Review output as well as assist in ensuring proper record-keeping of client's documentation and other administrative support.

Primary Responsibilities of Role:

Client Reviews

- Conduct Due diligence reviews on the Bank's clients, as assigned by the Team Lead, Business Compliance Support, as part of the Bank's business- wide Customer Due Diligence Process.
- Conduct and review media searches on the Bank's clients in line with the Bank's Customer Due Diligence Procedure for prompt escalation of adverse media to the Team Lead, Business Compliance Support, as part of the onboarding and periodic review process of the Bank's clients.
- Identify client information required to satisfy the Bank's Customer Due Diligence policies and processes during ongoing client reviews and escalate to the Relationship Managers for prompt remediation, before quality assurance checks are carried out by the Team Lead, Business Compliance Support.
- Package client due diligence research and documentation for onboarding and ongoing reviews for quality assurance checks by the Team Lead, Business Compliance Support.
- Achieve set review timelines on all deliverables.

Others:

- Executing all tasks assigned by the Team Lead, Business Compliance Support diligently, on schedule, and to the highest standard.
- Working with team members to achieve daily, weekly and monthly deliverables.
- Participating in meetings and escalating process gaps to the Team Lead, Business Compliance Support, as well suggesting improvement plans.
- Escalating concerns and queries from internal stakeholders to Team Lead, Business Compliance Support for prompt action.
- Maintaining a high level of professionalism while engaging in tasks assigned by the Team Lead, Business Compliance Support.
- Expanding personal skills to carry out assigned tasks by attending workshops and training sessions.
- Effectively prioritizing urgent tasks assigned by the Team Lead, Business Compliance Support and assisting the Team Lead, Business Compliance Support in meeting the team's set objectives and deliverables within agreed timelines with internal stakeholders.
- Other related duties as assigned to foster the Bank's business development objectives.

GDPR:

- Classify and protect sensitive information as per the Information Classification and Information Security Policies.
- Coordinate with DPO to conduct data impact assessment if there are innovative marketing or business development projects involving personal data or an added information sharing requirement with third parties, in particular the Group office -FBNL.
- Immediately escalate to the DPO any data breach incident and Subject Access Request as per related policies.

Individual Conduct Rules:

- **Rule 1:** You must act with integrity.
- **Rule 2:** You must act with due skill, care and diligence.
- **Rule 3:** You must be open and cooperative with the UK Financial Conducts Authority, the PRA and other regulators.
- **Rule 4:** You must pay due regard to the interests of customers and treat them fairly.
- **Rule 5:** You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

- Educated to Degree level is likely
- ICA Certificate – Desired

Experience/Knowledge

- Must have a minimum three-year experience in Banking/Financial Services with experience in undertaking AML and KYC reviews.
- Exhibit a willingness to learn and adapt to the Bank's internal systems, processes, procedures to meet the Bank's set objectives.
- Strong familiarity with Microsoft word, Microsoft Excel and Internet Explorer.
- Sound judgment, keen sense of urgency, and high level of professional and personal integrity.

Technical Skills:

- Working knowledge of FCA regulations, in particular conduct rules, AML and financial crime requirements, as well as any other related business compliance rules and regulation.
- Excellent analytical, interpretation, influencing and communication skills; ability to communicate and network effectively.
- Initiative-taking in Service/Solutions Delivery.
- Pays attention to detail in conducting due diligence reviews.

Interpersonal Skills:

- Good oral and written presentation skills.
- Must be goal-driven, articulate and approachable
- Ability to work with minimal supervision.
- Exhibit a collaborative attitude in a team-oriented environment
- Effective communication skills.
- Strong drive for continuous improvement with a strong work ethic.

Languages:

- Fluency written and spoken English.
- Fluency in French would be highly advantageous.

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN's Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

	Competency	Level
1	Professionalism	3
2	Client Focus	3
3	Decision Making & Accountability	3
4	Working with Others	3
5	Change Orientation	3
6	Risk Awareness	3

Signed:

Date: