

Job Description

Compliance Officer

Job brief

FBN UK is the subsidiary of First Bank of Nigeria Ltd and draws on its history and unparalleled expertise of African-European trade to provide financial services. We are searching for a diligent, pragmatic Compliance Officer to assist the Senior Manager of Monitoring, Testing and Governance. We need an exceptional communicator with proven experience in Banking or Financial Services to carry out Compliance BAU, update policies and co-ordinate Compliance Management Information.

The ideal candidate will have experience of writing Compliance Policies and designing appropriate controls based on the FS regulations. They will have a clear understanding of the regulatory framework and compliance requirements in the Financial Services industry and core banking systems. Where appropriate they will be required to compile packs for the Board with this information.

This position is for a confident and approachable Compliance Professional with balanced experience and who is also adept in Financial Crime risk, Monitoring and Testing.

Responsibilities

- Monitor regulations and regulatory change as well as industry best practice and update the Horizon Scanning tracker as appropriate.
- Communicate actions to relevant stakeholders from analysis of regulations and track until completion. Share updates on activities with Board through COMCO Pack.
- Ascertain regulatory consultations and other relevant publications to present at the bank's Compliance Committee (COMCO).
- Update and maintain the Briefing Notes Tracker to communicate to bank staff.
- Undertake traceability reviews on new regulations affecting the Bank.
- Obtain necessary MI and commentary from Stakeholders to assist Senior Manager to complete monthly Compliance Committee packs, quarterly Board Audit Risk packs and Assurance Committee packs.
- Maintain the Compliance Policy register and update it where required.
- Support the 1st Line of Defence in embedding best practice in relation to MI and Governance by providing insightful recommendations.
- Maintain the Audit Tracker for any actions that the Compliance Department are required to complete and track the actions until completion. Also assist in the closure of audit issues.
- Support in the monitoring and testing deliverables, undertaking M&T on a specified subject matter.
- Assist the Senior Manager (Monitoring, Testing and Governance) and the Head of Compliance with ad-hoc projects or tasks when requested.
- Support the Compliance Team, with the delivery of the Bank's vision for Compliance and complement the actions of the other team members de-risking the Bank.

- To periodically support the Compliance Team in managing Financial Crime Risk, by providing 2nd line advisory support.
- Complement the actions of the other team members de-risking the Bank.

Our Requirements:

Professional/Academic Qualifications:

Required:

- A graduate, with compliance experience and understanding of current best practice.
- Some knowledge of Corporate, Institutional banking and Private Banking
- MI and Governance experience in Compliance, Risk related activities

Desirable:

- Professional qualification in Compliance and/or a legal or audit background or experience working as a regulator
- Knowledge/Experience with African related financial institutions

Experience/Knowledge:

Required:

Proven compliance experience in Compliance and Risk roles / in the business supporting risk decision-making and undertaking Compliance BAU work within a financial services entity.

Desirable:

- Compliance experience working within a banking environment
- Experience writing or updating Compliance Policies
- Horizon scanning or experience analysing or summarising regulatory publications
- Experience completing, maintaining or co-ordinating Compliance MI or Committee packs.

Technical Skills:

A comprehensive understanding of the:

- regulatory framework and compliance requirements associated with financial services and experience of working within, FCA handbook and PRA rulebook
- core banking systems
- industry best practice

Interpersonal Skills:

Exceptional communicator, results orientated and able to meet demanding deadlines

Excellent oral and written presentation skill with experience at reporting at senior level and forging strong relationship with the business.

To Apply

If you are interested in this position or want to find out more information, please send your CV to hrteam@fbnbank.co.uk

We offer a competitive salary and benefits package for a suitable candidate.