

Job Title:	Manager, Compliance and Financial Crime Risk	Reports to:	Head, Compliance and Regulatory Affairs
Department:	Compliance and Regulatory Affairs	Division:	Compliance and Regulatory Affairs
Grade:	Band 5	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement
<p>This role supports the Head, Compliance and Regulatory Affairs. The key responsibilities are to maintain the Compliance Policy and Program, highlight incidents of non-compliance to senior management and advise the business regarding regulatory and internal policy requirements including Anti Money Laundering /Combating the Financing of Terrorism (AML/CFT) and Know Your Customer (KYC) requirements.</p> <p>As the Compliance & Financial Crime Manager, the primary professional focus is to support the MLRO in the implementation and assessment of effectiveness of internal systems and controls that the institution puts in place to help detect, monitor and report money laundering activities to the relevant authorities.</p>

Key Accountabilities (Duties and Responsibilities)		
Perspective	% Weighting (to add up to 100%)	Output
Customer & Internal business Processes	60%	<ul style="list-style-type: none"> ▪ Implementation of Bank's compliance program and the Anti- Money Laundering program. ▪ Develop and implement systems, mechanisms and procedures to ensure that Bank staff immediately report suspicious money laundering or terrorism financing activities. ▪ Clearly define and articulate the compliance obligations for each functional area and department of the Bank with clear allocation of compliance responsibility. ▪ Providing relevant, timely, accurate and value-adding reports to key stakeholders- Management and external customers e.g. regulators among others ▪ Strengthening compliance and AML/CFT risk Identification and assessment. ▪ Maintenance, Review and updating of the Compliance and AML/CFT Policies and procedures.

		<ul style="list-style-type: none"> ▪ To conduct an annual risk assessment relating to financial crime and incorporate conclusions into current policies and requirements. ▪ Develop and ensure maintenance of a robust system that tracks compliance to establish legal, regulatory and policy parameters and prompt escalation of any exceptions or weaknesses. ▪ To agree with management remediation plans for all incidence of non-compliance with policy/procedure and follow up implementation on a timely basis and escalating to the Board as necessary. ▪ To make practical and acceptable recommendations where systems and procedures are in need of enhancement to counter the risk of financial crime ▪ Coordinating and maintaining regulator relationships to ensure ease of communication, information sourcing, and achievement of response timelines. ▪ Maintenance of the correspondent and counterparty Bank Register with regard to AML/CFT & KYC requirements. ▪ Respond to and liaise with correspondent banks on compliance queries and issues. ▪ Ensure that compliance to policies, procedures, standards and practices are properly communicated and followed by responsible Bank staff. ▪ Ensure preparation of monthly and quarterly compliance status reports for circulation to the Bank's Board Committee and Management Committees. ▪ Periodically conduct audits and reviews to ensure execution of compliance standards. ▪ Deliver and facilitate training on compliance and financial Risk matters. ▪ Handle other duties as assigned to assist with the effective administration of the AML/CFT and KYC Policies.
Financial/Business Growth	10%	<ul style="list-style-type: none"> • Monitoring and maintaining Compliance related expenses within budget. • Assist the Head, Compliance and Regulatory Affairs in ensuring that budgeting for the department is done concisely and the budget is cost effective.
Customer	(10%)	<ul style="list-style-type: none"> • Drive customer satisfaction through adherence to set service Level Agreements and issuing timely feedback to stakeholders.
Learning and growth	20%	<ul style="list-style-type: none"> • Identifying self-development and training needs and developing plans to satisfy areas identified for continuous improvement of skills.

		<ul style="list-style-type: none"> Identifying training needs for direct reports and developing plans to satisfy areas identified for continual improvement of skills. Coaching and mentoring direct report to derive efficient and optimal output while up-skilling them to grow their knowledge base. Developing staff and personal motivation and presentation skills for effective communication and execution of duties.
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Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	AML/CFT Compliance Officer.
Indirect Reports	0

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
<p>Internal</p> <ul style="list-style-type: none"> Internal Audit and Risk. Branches, Head office Units, and Heads of Departments. Group Risk and Compliance Committees: Risk Management Committee, Executive Committee 	<p>External</p> <ul style="list-style-type: none"> Regulators Lawyers Correspondent Banks and Counter parties External Auditors Customers

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.
<ul style="list-style-type: none"> Appropriateness and relevance of the policies, procedures and tools. When to report suspicious transaction or activity to the Financial Intelligence Authority

Work cycle and impact: time horizon and nature of impact (Planning) <i>(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)</i>
<ul style="list-style-type: none"> Contribution annually to the formulation of the annual compliance work plan and training schedule. Contribution to the 5 year bank strategy, development and implementation. As per the departmental Service Level Agreement.

Ideal Job Specifications

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<p>Academic qualifications;</p> <ul style="list-style-type: none"> ▪ A Bachelor's degree in a business related field. <p>Professional Certifications:</p> <ul style="list-style-type: none"> ▪ Professional qualification in Anti Money Laundering, Financial Crime Risk and Corporate Governance practices from a recognized institution will be an added advantage <p>Experience</p> <ul style="list-style-type: none"> • 5 years working experience in a banking environment or compliance management role with sound exposure to financial institution Regulatory and Compliance requirements 	

Ideal Job competencies

Technical Competencies	
Knowledge of Banking and Business Operations	Well round knowledge of Banking, credit, operations, and processes. Effective in establishing appropriate goals and objectives and can ensure that they are delivered on time and within budget.
Compliance Standards and Legislations	Excellent knowledge of National and International Compliance Standards and other relevant Legislations and guidelines by Bank of Tanzania.
Compliance and Regulatory Framework	Understanding of the regulatory issues, reporting and operational requirement as provided by BOT, FIU, DPO, TRA, NSSF, NSSF and other authorities.
Conceptual and Analytical Skills	Ability to quickly grasp and understand systems and keen to detail.
Technology Skills	Proficiency in the use of standard software applications such as word, Excel, Access, Power point including excellent modelling skills in excel.

Behavioural Competencies	
Results and Achievement Oriented	Strives to achieve results, enjoys measuring others, being measured, and being judged on performance standards and those of others (s)/he leads Methodical and diligent with outstanding planning abilities.
Personal Ethics	Must be honest, fair, just but firm with self, and of high integrity.
Decisive and Independent	Ability to operate on own, consult and clarify where necessary and make informed decisions.
Negotiation Skills	Must be a good negotiator, particularly in changing behaviour and work practices.

Behavioural Competencies	
Communication and Interpersonal Skills	Well-developed oral and report/proposal writing skills, presentation skills and ability to work with and build motivated teams.