



## VACANCY

### **ANTI - MONEY LAUNDERING ADMINISTRATION ASSISTANT - HEAD OFFICE**

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

#### **CORE PURPOSE OF THE JOB**

To assist the Anti- Money Laundering Officer with all administrative related tasks within the Compliance division.

#### **MAIN FUNCTIONS OF THE JOB INCLUDE:**

##### **Administration**

- Conducts reconciliations and validations for submission of Cash Threshold Reports (CTRs)
- Captures STRs as and when received
- Liaises with the branches for supporting information and/or documentation
- Assists with Section 27, 32, 34 and 35 requests from the FIC
- Assists with general queries as received by the bank
- Attends to Data Capturing as and when required
- Assists with administration related to Projects
- Analyses alerts of transactional monitoring system (SAS AML) as and when required
- Assists with secretarial duties as and when required
- Conducts quality assurance as and when required
- Assists in the preparation of memos to staff and communication to staff
- Assists with AML Officer duties in the absence of the AML Officer and on Saturdays, as and when required
- Assists with the preparation of training material and presentations as and when required
- Attends to ad hoc administrative tasks
- Assists the Anti- Money Laundering Officer and Anti- Money Laundering Supervisor when required

##### **Second in charge to Sanctions Officer / Anti- Money Laundering Officer**

- Conducts real time checks on new customers.
- Conducts a bulk screen of existing customers.
- Reports on STRs, CTRs, IFTRs, TPRs as and when required.
- Analyses alerts on the transaction monitoring system (SAS AML) and conducts investigations of suspicious activities when required.

- Monitors non-compliance of FICA through exception reports (when required), querying with branches and following up.
- Assists the Branches with enquiries.

### QUALIFICATIONS

- Matric
- Administration related qualification
- A banking qualification is an advantage
- An AML/CTF/ Sanctions qualification would be an advantage

### PREFERRED EXPERIENCE

- A minimum of 2 to 3 years administrative and/or banking experience is preferred
- Experience with AML/CTF/ Sanctions an advantage

### KNOWLEDGE

- Microsoft Office
- Knowledge of the bank's systems an advantage
- Knowledge of bank's policies and procedures
- Knowledge of AML/CTF/ Sanctions would be an advantage

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to [suhinau@albaraka.co.za](mailto:suhinau@albaraka.co.za)