

VACANCY

SANCTIONS OFFICER - HEAD OFFICE

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

COREPURPOSEOFTHEJOB

To maintain effective practices and procedures for sanction screening by analysing real-time alerts on Lexis Nexis, attending to the daily bulk screen for the entire customer database, maintaining customer watch lists and providing guidance regarding sanctioned countries, high-risk jurisdiction and ensuring that this is in line with the Banks risk framework and enhanced due diligence requirements

MAIN FUNCTIONS OF THE JOB

Sanction Screening

- Maintain an effective sanctions screening process
- Updates watch lists as and when required
- Maintains custom watch lists
- Assists with monitoring legislative/ best practice requirements that impact sanctions/ sanctions screening
- Prepares and conducts presentations to staff on sanctions screening
- Prepares and assists with presentations to regulators regarding the bank's sanctions screening systems, such as the SARB Thematic Review
- Assists with reports to EXCO and FICA EXCO regarding true positive alerts for clients already on the customer database e.g. PEPS, adverse media, SAFPS etc.
- Provides support to the AML Officer by assisting with AML Officer duties in the absence of the AML Officer and on alternate Saturdays
- Identifies non-compliance with sanctions processes and reports to the Compliance department and senior management for further action
- Assists with the preparation of the Enhanced Due Diligence (EDD) meeting pack for every alternate meeting, including analysis of applications received

- Analyses alerts on the transaction monitoring system (SAS AML), conducts investigations of suspicious activities and reports accordingly
- Undertakes special projects when required

Training

- Assist with the development of training material relating to sanction screening
- Assists the AML Supervisor and AML Officer to train staff and management on the watchlist screening system /sanction screening
- Conducts intensive training to users on the sanction screening system

Relief Duties

- Assists the branch with queries relating to FICA, AML and CTF
- Reports on STRs, CTRs, TPRs, IFTRs, as and when required

QUALIFICATIONS

- A tertiary related qualification in Commerce, Business or Law is required
- Additional qualification in Anti-Money Laundering /Counter Terrorist Financing /Sanctions is advantageous

PREFERRED EXPERIENCE

- A minimum of 3 years administrative and/or banking experience is preferred
- Experience with a sanction screening system is an advantage

KNOWLEDGE

- Bank policies and processes
- Microsoft office 365
- AML Knowledge

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

Kindly send your CV to suhinau@albaraka.co.za