

VACANCY

COMPLIANCE OPERATIONS OFFICER - HEAD OFFICE

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

MAIN FUNCTIONS OF THE JOB

To accurately review and approve the onboarding of customers for all branches taking into consideration FICA, other regulatory and onboarding requirements as required by the Bank's documented policies and procedures. To provide excellent service to Branches and Customers.

KEY PERFORMANCE AREAS

Customer on Boarding

- To review and approve customer account opening documentation the system.
- Ensure that all information captured on the system matches the source documents.
- Ensures that correct and clear documents are scanned prior to approval.
- Ensures that all information is captured accurately on the Bank's Operating systems FICA policies and procedures is strictly enforced.
- Ensures Watchlist screening check is conducted and clear.
- Ensures that turnaround times are adhered to when approving Accounts .

Mobile Banking

- To review and approve digital banking profiles when required.
- To review and approve linking of transactional banking accounts.
- To review and approve change of password.
- To review and approve device linking.
- To review and approve customer linking.
- To contact customers to conduct verification checks.

Administration

- Address/assist Branch FICA queries.
- Attends to ad hoc administration requirements as and when required.

QUALIFICATIONS

- Minimum - Matric / Certificate in Banking or similar

PREFERRED EXPERIENCE

- Minimum experience of 1 year in a similar position.

KNOWLEDGE REQUIRED

- Excellent understanding of FICA required
- Microsoft Office 365
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NOTE

- The position requires that the candidate work alternate Saturdays.

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

Forward your CV and application form via e-mail to suhinau@albaraka.co.za