

VACANCY

COMPLIANCE OPERATIONS OFFICER HEAD OFFICE 6 MONTHS FIXED TERM CONTRACT

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

CORE PURPOSE OF THE JOB

To accurately check and approve the on boarding of customers for all branches taking into consideration FICA and on boarding 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 and capturing on COB.
- Ensure that all information captured on COB matches the source documents.
- Ensures that correct and clear documents are scanned on COB prior to approval.
- Ensures that all information is captured accurately on the Bank's Operating systems.
- FICA policies and procedures is strictly enforced.
- Ensures Watch list check is conducted and clear.
- Ensures that turnaround times are adhered to when approving Accounts on COB.

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.

PREFERRED QUALIFICATIONS

- Matric
- Certificate in Banking or similar

PREFERRED EXPERIENCE

- At least 3 years banking experience
- Excellent understanding of FICA
- Microsoft Office 365
- Knowledge of the Banks Operating Systems
- Knowledge of Banks Policies and Procedures.

NOTE

- The position requires that candidate to work alternate Saturdays.

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

Please send your cv to stephanie@albaraka.co.za