

VACANCY

COMPLIANCE OPERATIONS OFFICER - 12 MONTH FIXED TERM CONTRACT

HEAD OFFICE - DURBAN

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

CORE PURPOSE OF THE JOB

To accurately check, verify and update customers on an ongoing basis in terms of regulations 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.

MAIN FUNCTIONS OF THE JOB

Ongoing Due Diligence

- To review all FICA documentation on existing customers dealings.
- To ensure customers details are accurate and up to date.
- To ensure all existing clients FICA status is captured correctly according to their dealings with the bank.
- To request confirmation of details from clients by contacting them.
- To update CIFS, upload ODD Documents and send to COB team for approval.
- To block all accounts where ODD could not be concluded.
- To assist Branches with ODD Queries.

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.
- FICA experience required.

KNOWLEDGE

- Banking systems
- FICA

Kindly forward your CV to stephanie@albaraka.co.za