

## Vacancy: Transaction Monitoring Analyst

### JOB PROFILE

JOB TITLE	Transaction Monitoring Analyst
DEPARTMENT	Operations
FUNCTION OF DEPT	Responsible for the operation of the Group transaction monitoring control function.
ROLE OVERVIEW	Responsible for the management of the transaction alerts generated for foreign currency transactions for the Group. The role is a critical element of the Bank's defence against money laundering, terrorist financing and fraud.
MAJOR RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Monitor the departmental queues for alerts on a regular basis throughout the working day ensuring management are aware of outstanding alerts at end of day</li> <li>• Be familiar with the departmental systems/processes and their implementation</li> <li>• Review transaction monitoring alerts in line with prescribed procedures:               <ul style="list-style-type: none"> <li>- Investigate the individual alerts to determine if there is a potential suspicious transaction involved</li> <li>- Follow the recommended standard investigation steps</li> <li>- In addition, assess if there is anything else unusual about a transaction, particularly based on experience of previous transactions</li> <li>- Assess the transaction in the context of previous transactions and the client's business/purpose of the account – if necessary review the client file</li> <li>- Assess the relevance of the geographies of the remitter and beneficiaries of the transaction</li> </ul> </li> <li>Where there are grounds for suspicion or a requirement for guidance in relation to an alert, escalate in line with the procedures</li> <li>• Create and maintain accurate and concise records of all investigations undertaken including details on the rationale for any decisions made</li> <li>• Seek to build an understanding of the profile of customers highlighted through the transaction monitoring alert process</li> <li>• Assist with the preparation of departmental Management information reports</li> <li>• Provide input to the maintenance of the departmental procedures</li> <li>• Provide advice and support to the Bank's business units on the identification of areas of risk as a result of transaction monitoring trends</li> <li>• Any other associated duties required from time to time to meet the departmental responsibilities and goals</li> </ul>

### COMPETENCY PROFILE:

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## CORE COMPETENCIES

Cluster	Competency	Level			
		1	2	3	4
Management of Work	Regulatory Understanding	✓	✓	✓	✓
	Control Focus	✓	✓	✓	✓
	Quality Focus	✓	✓	✓	✓
	Technical Capability	✓	✓	✓	✓
	Single-minded persistence	✓	✓	✓	✓
Personal Effectiveness	Analytical & Innovative Thinking	✓	✓	✓	✓
	Personal Courage	✓	✓	✓	✓
	Decision Making	✓	✓	✓	✓
	Communication – Written & Verbal	✓	✓	✓	✓
	Personal Intelligence	✓	✓	✓	✓

## JOB SPECIFIC COMPETENCIES

Requirements & Skills	Level
Qualification	Relevant compliance experience and/or suitable qualifications.
Experience	Proven track record in similar function in the financial services industry with at least two years' experience.
Regulatory Environment	Knowledge of the compliance regulations in the various countries serviced by the Bank and the impact of the regulations on the Bank's operations.
Risk Management	Understand the main points of risk for the Bank specifically in relation to transactions, the overall risk tolerance of the Bank and the risk to the overall financial services regime. Demonstrated ability to recognise suspicious transactions and the desire to investigate any unusual activities.

Interested applicants should send their CV together with a covering email to [talent@fcssl.com](mailto:talent@fcssl.com).