

## TERMS OF REFERENCE (TOR)

<b>Post:</b>	Compliance Analyst
<b>No of Vacancies:</b>	01
<b>Post Type:</b>	Full time
<b>Department:</b>	Risk and Compliance Department - Compliance Unit
<b>Reporting to:</b>	Assistant Manager - Risk and Compliance

### Key tasks, responsibilities and deliverables:

- Monitor on an on-going basis the risk-taking activity, the risk exposures in line with the Board approved risk appetite, the risk limit, and the breach of limit.
- Monitoring and ensuring compliance to laws; and the regulations, rules and standards issued by regulators; policies and procedures of the corporation; codes of practice promoted by industry; and internal codes of conduct applicable to the employees.
- Implement and enforce appropriate AML/CFT policy and procedures within the Corporation, including CDD, record keeping, ongoing due diligence and reporting of suspicious transactions.
- Collaborate with other departments, such as internal audit department, on major risks and non-compliance issues for audit and investigation.
- Work closely with all functional areas to identify potential areas of compliance vulnerability and develop corrective action plan.
- Submit regulatory reports on time and prepare monthly AML Transaction Trend Analysis and Dashboards.
- Conduct and Organize trainings on understanding of risks and compliance across SDFC to promote a robust risk culture within SDFC through.
- Provide support on ad hoc requests as required by the Management.

### Requirements and Qualifications:

- MQA level 5 or 6 qualification in Legal/Audit/Finance/Banking field **with** Minimum one year experience in relevant field.

### Other Competencies required:

- Demonstrated awareness of and exposure to bank operations, systems, processes, internal policies and procedures, and industry best practice for Risk management.

- Experience in compliance area with proficient knowledge of laws, regulations in local context and in leading jurisdictions will be an added advantage.
- Analytical approach and proactive attitude to managing issues.
- Applicants with advanced proficiency in Microsoft Office will be given higher priority
- Excellent interpersonal skills along with communication skills including verbal and written, with strong emphasis on report writing and presentation capabilities.
- Excellent computer skills including processing of word documents, spreadsheets and databases.
- Familiarity with trade, economic development, and development of private sector in the Maldives.

**Remuneration package:**

- Gross pay between MVR 14,000 – MVR 15,000 depending on the Qualification and Experience.

**Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

**Documents required with the job application:**

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

**How to Apply:**

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-compliance-analyst> before **08<sup>th</sup> December 2021, 14:00hours**.

**Important notes to applicants:**

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026015 / 3026016 or email to [hr@sdfc.mv](mailto:hr@sdfc.mv)