

Job Title : Head, Compliance

OVERALL PURPOSE:

Effectively manage the Compliance Function to discharge its responsibilities for compliance with AML/CFT laws and Prakas, NBC's laws and Prakas, Other relevant laws, FATCA, and Whistleblowing.

RESPONSIBILITIES:

AML/CFT Compliance

- ◆ Ensure the implementation of AML/CFT policy and guideline;
- ◆ Ensure the appropriate AML/CFT procedures, including customer acceptance policy, customer due diligence, record-keeping, on-going monitoring, reporting of suspicious transactions and AML/CFT are implemented effectively;
- ◆ Regular assess the AML/CFT mechanisms to ensure that the mechanisms are sufficient to address the changing trends;
- ◆ Ensure the channel of communication from the respective employees to the Branch Compliance Officer and subsequently to the Compliance Officer is secured and kept confidential;
- ◆ Ensure the compliance with the AML/CFT legal and regulatory requirements;
- ◆ Ensure all employees are aware of the Bank's AML/CFT measures including policies, control mechanism and the channel of reporting;
- ◆ Ensure the identification of money laundering and financing of terrorism risks associated with new products or services or arising from the Bank's operational changes, including the introduction of new technology and processes;
- ◆ Ensure the STR from Branch is appropriately investigated before submitting to the CAFIU;
- ◆ Ensure the CTR is appropriately reported to CAFIU for any cash transaction in equal to or greater than the amount of the threshold as specified in a directive issued by the CAFIU as well as such transactions which involve several connected cash transactions whose total value exceeds the threshold.
- ◆ Report the AML/CFT deficiency to RMC for appropriate direction and Executive Committee and relevant branches/ departments for the remedial action;
- ◆ Regularly update the black list (UN, OFAC, EU, other) to the AML/CFT system;
- ◆ Regularly update the AML/CFT policy and guideline.

Compliance with NBC's and Others' Laws and Regulations

- ◆ Develop compliance checklist on NBC's laws and other laws (Labor law, tax law, enterprise law, and other relevant laws);
- ◆ Report the compliance issues or non-compliance to RMC for appropriate direction and Executive Committee and relevant branches/ departments for the remedial action;
- ◆ Regularly update the compliance checklist with law and Prakas;
- ◆ Regularly update the compliance policy.

FATCA

- ◆ Submit the annual FATCA report to IRS through General Department of Taxation (GDT);
- ◆ Develop and regularly update the FATCA guideline.

Whistle Blowing

- ◆ Communicate the whistle blowing policy to the Bank's staff and management through email, intranet and briefing in the orientation course;
- ◆ Coordinate with Whistle-blowing Committee for investigation;
- ◆ Log and maintain records of complaints with proper reference code/number;
- ◆ Keep confidentiality of the issue related to the whistle blowing including whistleblower;
- ◆ Report to RMC for those reported complaints and investigation;
- ◆ Regularly update the whistle blowing policy.

Other Responsibilities:

- ◆ Prepare the committee papers for the RMC;
- ◆ Participate in RMC and other committees as an invitee;
- ◆ Assess performance of Compliance Department's staff;
- ◆ Maintain proper records of records and documents.

QUALIFICATIONS REQUIREMENTS:

I. Experience

- ◆ Bachelor's or Master's Degree in Law, Banking, Finance, Auditing or other related field,
- ◆ At least 5 years of working experience in private sectors, commercial banks, area of AML/CFT, regulatory compliance and related fields;
- ◆ Must have Regulatory Compliance Certification

II. Skill and Other Requirements

- ◆ High proficiency in written and spoken English,
- ◆ *Strong leadership characteristics and problem-solving;*
- ◆ Flexible, reliable, committed and attention to details
- ◆ Maintain a high level of confidentiality, integrity, accountability and result-oriented,
- ◆ Good communication skill, and pleasant personality,
- ◆ Display consistent performance, positive thinker and hardworking

Contact Info:

Email: hr@vattanacbank.com

Phone Number: 023 963 999 / 070 723 747