

Job Title : Compliance Assistant

OVERALL PURPOSE: A compliance assistant performs a supporting role in identifying processes and programs in the bank that require changes to maintain compliance with laws and regulations. In this role, Duties include designing improvements for process compliance, identifying processes that are out of compliance, and implementing changes that will resolve any issues.

RESPONSIBILITIES:

- ◆ Performing on daily and monthly AML/CFT compliance review for all selected customer's transactions of branches including data/report/information collection from branches, analyzing branches' transactions and drafting monthly AML/CFT report
- ◆ Monitoring daily transactions to detect for suspicious transaction.
- ◆ Preparing for CaFIU Quarterly Data Collection Report
- ◆ Performing on Compliance monitoring and testing.
- ◆ Performing on compliance regulatory for daily work.

Qualifications

- ◆ Conduct AML testing to branches on account opening and daily alert transactions
- ◆ Identify and report suspicious transaction to Manager and Compliance Officer
- ◆ Assist in carrying out compliance testing and involving in developing compliance control functions tools.
- ◆ Assist in preparing STR/CTR report to CAFIU.
- ◆ Assist in preparing Data collection and questionnaire to CAFIU/NBC.
- ◆ Act as liaison with branches on AML & CFT issue
- ◆ Other tasks assigned by Head of Compliance.

Contact Info:

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