

Position: CFT Officer
Division: Compliance Division
Location: Head Office – Karachi

Key Responsibilities:

- Timely responding to all queries received from LEA; SBP, FIA/BPRD, ANF, NAB and others.
- Search of record in bank's data base and maintain proper record of search.
- Follow-up branches to obtain record and documents to be submitted to external agencies including FIA, NAB, Customs, CTD and ANF etc.
- Ensuring that miscellaneous queries from regulators (SBP and SECP) such as Loss of Document, Plea Bargain Cases, Fourth Schedule List, Notices vide Gazette of Pakistan and Freezing of accounts etc. are disseminated to the relevant stakeholders for action as required and reported timely to regulator.
- Maintaining proper file record of all correspondence with LEA's and SBP etc.
- Responsible for Maintaining and updating of Comprehensive ATA list (IV & I Schedule) and its uploading at Intranet Portal & Auto compliance.
- Responsible for Maintaining and updating of Comprehensive ATA list from CTD (Individuals & Entities) and its uploading at Intranet Portal & Auto compliance.
- Reconciliation of Watch list and consolidated list on portal.
- Review of Strong/Exact matches of world Check cases received from CPU for new account opening/Account Maintenance and activation of dormant accounts.
- **Review of strong matches of Auto Compliance received from Branches found in internal watchlist of LEA's .**
- Maintain MIS of approved and non-approved cases of world check.
- Arranging time to time trainings and test. Nominate and invite participants for training and test. Making of MIS for both participants attending test and training. Maintain proper records of training, staff and test scores of participants.
- Assisting in Analyzing TF templates.
- Review of Terrorism incidents.
- Other assignments given by Head of Compliance.
- **Search and Uploading Watchlist of Cancelled/Deceased/Blocked /Cleared CNIC's received from NADRA and SBP.**
- **Intimation to CPU for marking Cancelled/Deceased/Blocked /Cleared CNIC's to CPU .**