

Job Description

Functional Title	Compliance Officer	Grade	OG-III/II
Division	Compliance Division	Function	Branches/Internal Audit
Location	Head office	Job Type	Permanent
Reporting (Direct)	Manager Compliance	Reporting (Dotted)	Head Compliance

Position Summary:

- Implementation of Prudential Regulations & KYC Policy

Key Responsibilities:

- Correspondence with all branches, follow up for rectification & consolidation of data of closed account on Half Yearly Basis (manually)
- Monitoring of updating, correspondence, consolidation & rectification of TOP 100 Depositors Regular A/C's form all branches on yearly basis. (manually & AB-III).
- Obtaining, reporting & follow-up of CTR position from all regions/branches and submission of the same on Go AML on weekly basis through XML.
- Assist in monitoring of out pattern transactions.
- Compilation and collection of Audit Report for Review & checking with submitted checklist.
- Prepare/ evaluate repots of suspicious/unusual transactions.
- Proper review examination of AML/ money laundering Alerts or Transaction considered suspicious.
- Timely reporting & submission of STRs to SBP FMU on GO AML.
- Reporting under CRS and FATCA obligation in supervision of Manager Compliance.
- Maintained of Leave record of Compliance staff.
- Follow up from branches compliance internal circulars/confirmations
- Any other assignments given by Manager or Head of Compliance.

Employee Name & Signature

Date

Line Manager Name & Signature

Date

Dept. / Div. Head (Sign & Stamp)

Date