



## Job Description

Functional Title	In charge EDD Analyst Central	Grade	OG-I to AVP
Division	Compliance	Function	Compliance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Unit Head Regulatory Affairs	Reporting (Dotted)	-

### Position Summary:

The In-Charge / Lead EDD Analyst – Central is a senior compliance professional responsible for managing and overseeing enhanced due diligence investigations on high-risk customers, complex transactions, and potential financial crimes, including money laundering, fraud, and terrorist financing.

### Key Responsibilities:

- High-Risk Customer Investigations: Perform in-depth, complex, and high-risk Know Your Customer (KYC) / EDD reviews on individuals and entities, including Politically Exposed Persons (PEPs), to determine risk ratings.
- Transaction Analysis & Monitoring: Review alerts, analyze transaction patterns, and identify deviations from normal customer behavior.
- Ultimate Beneficial Owner (UBO) Verification: Identify and verify the true owners (typically 25% or more) of corporate entities to mitigate risks.
- Reporting & Documentation: Prepare detailed, high-quality EDD reports, Unusual Transaction Reports (UTRs), and Suspicious Activity Reports (SARs/STRs) for regulatory filing.
- Lead/Supervisory Duties: Act as a central point of escalation for complex cases, provide guidance to junior staff, train new employees, and review completed work for accuracy.
- Regulatory Compliance & Liaison: Ensure adherence to AML/BSA/OFAC laws, maintain knowledge of regulatory changes, and interact with internal/external audit teams.
- Stakeholder Management: Liaise with branches, front-line staff, legal teams, and senior management regarding high-risk client relationships.





## **Job Description**

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	5-7 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

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Employee Name & Signature

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Date:

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Dept. / Div. Head (Sign & Stamp)

\_\_\_\_\_  
Date:

