

Job Title – Chief Compliance officer, DPO and MLRO

Department – Compliance

No. of Position – 01

Essential Duties and responsibilities

Specific: (Including Prescribed responsibilities) The position will hold SMF16 and SMF17 control functions (subject to regulatory approval)

- Responsibility for the operation of the Bank's Compliance Function in accordance with the compliance requirements for SMCR firms
- Overall responsibility for the Bank's policies and procedures for mitigating the risk that the firm might be used to further financial crime
- Act as the Data Protection Officer (DPO) for the Bank

General:

- Adhering to FCA's Conduct Rules (both Individual and Senior Manager's Conduct Rules)
- Adhering to FCA's Principles of Business & PRA's Fundamental Rules.
- Adhering to all systems, controls & Regulatory guidelines.
- Maintain compliance with all policies and procedures of the Bank.

Description of Duties:

- Identifying regulatory changes and assessing whether these are relevant to the Bank.
- Serving as a first point of contact for all staff in the Bank for compliance advice, guidance and insight into regulatory issues.
- Reviewing and updating all compliance and conduct policies and circulating these to staff for their understanding
- Preparing and periodically revising the Bank's Compliance Manual and contribute to the Recovery Plan in relation to compliance matters
- Overseeing Bank's compliance monitoring activity
- Working closely with those in the First Line of Defence to address any weaknesses in controls to mitigate compliance risks
- Perform Annual Fit & Proper Assessment in line with SMCR requirements
- Attending the Bank's Risk & Compliance Committee (RCC) and Executive Committee (EMC); and providing sufficient management information to facilitate oversight and challenge over compliance activity and compliance risk

- Notifying the PRA and FCA of changes in the status of controlled functionaries, e.g. new starters and leavers
- Advising and supporting the processes for customer due diligence and KYC (Know Your Customer)
- The development of AML guidance materials and training resources for staff on AML matters
- Performing regular monitoring activity to ensure regulations are adhered to, especially high risk accounts and politically exposed persons (PEPs)
- Reporting the results of AML risk assessments and monitoring remedial and corrective action
- Acting as a subject matter expert and point of reference to address all Anti-Money laundering related queries
- Liaising with the relevant authorities and notify them of breaches or suspicious activity as required
- Compiling reports for the Board and Risk & Compliance Committee (RCC) to facilitate oversight and the submission of an annual MLRO report to the RCC
- Performing periodic Bank-wide AML risk assessment
- Advising the Bank of Financial Sanction Notice issued by HM Treasury, screening of customer transactions and notification of suspicious activity reports (SAR) to the National Crime Agency (NCA)
- Monitoring the firm's data protection compliance
- Informing and advising the Bank of its data protection obligations
- Providing advice on data protection impact assessments (DPIA) and monitoring their performance
- Acting as the Bank's point of contact for data subjects and authority for the Information Commissioner's Office (ICO) in the United Kingdom
- Responsible for overseeing the DPIA process and ensuring that data protection risks are identified and assessed appropriately. The DPO should be consulted throughout the DPIA process and should review and approve the DPIA report.
- Serving as a first point of contact for all staff in the Bank for compliance advice, guidance and insight into regulatory issues.

Other Duties: (If Applicable)

- Attendee (Permanent Invitee)
- Risk and Compliance Committee of the board (RCC)
- Audit committee of the board (ACB)
- Member – Executive Management Committee (EMC)
- Member – Information technology and Operations Committee (ITOC)
- Member – Senior Management Crisis team (SMCT)
- Member – Fraud Investigation Committee (FIC)
- Member – Business Continuity Plan Committee (BCP)
- Member – Premises Committee (PC)

Reporting to: CEO & Chair of Risk and Compliance Committee

Direct reports: (3): Deputy MLRO, Deputy Manager Compliance & Compliance Officer

The responsibilities outlined above are indicative. The Chief Compliance Officer will be required to undertake any additional responsibilities as assigned by the Senior Management from time to time.

Profile Requirement –

- **Minimum 12–15 years of post-qualification experience in compliance, regulatory affairs, or risk management** within banking or financial services, preferably in a **UK-regulated environment**.
- Strong understanding of **UK regulatory frameworks**, including those governed by the Financial Conduct Authority (FCA) and Prudential Regulation Authority (PRA).
- Proven experience operating at a **senior leadership level**, with the ability to function as an **SMF (Senior Management Function holder)** under the **UK Senior Managers & Certification Regime (SMCR)**. (Prior approval as SMF16/17 is highly desirable)
- Demonstrated capability to **design, implement, and oversee compliance frameworks**, policies, and controls aligned with regulatory expectations.
- Experience in **regulatory engagement**, including handling supervisory interactions, audits, thematic reviews, and regulatory reporting.
- Strong ability to **advise the Board and Senior Management** on compliance, conduct risk, financial Crime, Data protection and governance matters.
- Excellent leadership, stakeholder management, and communication skills, with the ability to foster a strong **compliance culture across the organisation**.

Qualifications –

- Graduate (any discipline) from a government-recognized University or Institution **AND / OR**
- Professional qualifications such as **MBA (Finance) / LLM (Corporate or Financial Law) / CA / CFA / ICA (International Compliance Association) / ACAMS** (preferred)