

Job Description

Risk and Compliance Manager



Key duties and responsibilities:

- Management of all regulatory, risk requirements of the business
- Act as principal point of contact at Whitmill with the GFSC and make all notifications to regulators including under the Principal Person regime
- Management of all regulatory, risk requirements of the business
- Money Laundering/Drug trafficking reference point along with MLRO, with consideration to new Gibraltar associated legislation, implementing changes in procedures as appropriate
- Central point for all complaints against the company and in connection with legal cases against the company.
- Reviewing advertising material in respect of Compliance issues.

General Administration

- Supervision of the opening, stamping and distribution of post
- Logging receipt of incoming faxes/courier items with reception
- Responsibility in liaising with a Director in relation to compliance matters
- Liaising with third parties as necessary regarding compliance matters
- Ensuring that all requests/documentations are completed accurately and in a timely manner, taking action to improve the completeness of compliance data and information.
- Manage, supervise, train, develop, motivate and encourage junior members of staff so that the overall service provided meets the needs of the business.
- Maintaining records of daily time spent on time billing modules.
- Comply with all regulatory and legislative requirements in accordance with the regulatory licenses held by the business, including any codes of practice and regulatory guidance.
- Develop and monitor compliance to 'best practice' standards
- Preparation of board report on Compliance matters and report on any visits by regulators/auditors.
- Ensure policies, procedures, training and education of staff is developed and maintained in line with evolving statutory and regulatory obligations and advice from enforcement agencies.
- Ensure Compliance training is coordinated for new starters and all staff (eg. AML) and staff are kept up to date with relevant information on compliance issues.

Client Due Diligence (CDD)

- Completion and review of KYC/CDD documentation, KYC passport checks (World-Check, KYC360, C-6 Intelligence, internet searches etc.) confirming references – where required, establishing required documentation, and completion of Risk Tracker profiles.
- Create compliance review checklists as required.
- Compiling and Assessment of CDD under supervision.
- Complete CDD Summary and KYC Checklist in relation to new business and maintain summaries throughout the relationship.
- Ensure the identities of all persons conducting business with Whitmill are properly verified and sufficient client due diligence gathered and recorded to permit Whitmill to 'risk rate' its client and predict the expected pattern of business.
- Ensure that potential new relationships that do not appear to be legitimate are declined.

Compliance Monitoring

- Monitoring receipts/payments check lists for transactions of €10K or over.
- Post take on review forms.
- Retrospective transaction monitoring in ensuring the correct and timely completion of receipts/payments check lists.
- Assisting in the maintenance and conduct monitoring of programs for TCB/FSB activity registers
- Maintain registers in accordance with Policies and Procedures
- Assist in the maintenance and update of spreadsheets and schedules, including but not limited to:
 - o New and Lost Business Schedule
 - o Periodic Review Schedule
 - o KYC Schedule
 - o Risk Tracker Questionnaires

- Ensure that established relationships are regularly monitored and risk rated and that they fit the customer's profile.
- Ensure records are retained to provide an audit trail and adequate evidence to the law enforcement agencies in their investigations.
- Ensure the AML vigilance systems are implemented and regularly monitored.
- Developing and implementing a compliance monitoring plan.
- Reviewing staff competence including training records, anti-money laundering training and CPD requirements for all staff.
- Conducting periodic client reviews.
- Monitoring and handling complaints effectively
- Reviewing the performance of outsourced functions.
- Reporting to the Director on the efficiency of the systems and controls.
- Undertake sample checks and file reviews and report findings in respect of internal Anti Money Laundering and Compliance policies and procedures and other related legislation.

Business Continuity

- Maintenance and issue of Business Continuity Plan and manuals.
- Arranging the testing of Business Continuity Plan, physical.
- Acting as the central point of contact/liaison for staff and services in event of an invocation of the Business Continuity Plan.

Professional Qualification

Essential Requirements

- ICA qualified or equivalent
- Minimum 5 years' experience within the financial services industry
- GFSC approved individual
- Knowledge of Compliance regulations in Gibraltar

Desired requirements

- Experience in Trust, Company and Pensions