



Bank of St. Helena Ltd.

www.sainthelenabank.com

Job Profile

Post: Risk and Compliance Officer

Grade:

Hours of works: Average of 35 hrs per week. It is expected that hours of work will be determined by the nature of the post and the requirements of the Bank and could include some weekend / afterhours work.

Location: Bank of St Helena Office Premises or other sub-offices/branches as these are developed.

Job Purpose To be responsible to the Assistant Risk and Compliance Manager to assist with the monitoring of the organization's adherence with regulations, policies, procedures and reports and to identify potential risk areas. To ensure the organisation follows the established rules and internal controls to achieve the best possible results in the work of protecting the company from financial, reputational, and regulatory risks.

Reports to: Assistant Risk and Compliance Manager

Supervision: None

Job outline:

- Assist with compliance and risk reviews to highlight non-compliance and risk areas reporting findings to the Assistant Risk and Compliance Manager.
- To monitor recommendations in relation to risk assessments and compliance reviews undertaken by the Risk and Compliance section that identify potential areas on non-compliance risks.
- To monitor transactions utilising adequate resources, personnel and automated systems highlighting suspicion or fraudulent transactions.
- Facilitate in the data analyse and reporting of suspicious transactions.
- Assist with the monitoring target customer portfolio composition as and when required.
- Assist with the monitoring of the KYC requirements to ensure they are aligned to and compliant with regulatory requirements.
- Assist with the daily checking of work by the Teller Section and identify and produce a timely report on errors made.
- Assist with producing appropriate statistics on the risk and compliance functions on a monthly basis.

Head Office: Market Street · Jamestown · St Helena Island · STHL 1ZZ

T. +290 22390 · F. +290 22553 · email. info@sainthelenabank.com · web www.sainthelenabank.com

Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004

- Assist with regular reporting to the Risk and Compliance Management, communicating and highlighting any material changes in policies, regulations, internal processes, or changes in risk appetite of operating units.
- Assist with any research that is required by the Risk and Compliance Function as and when required.
- Provide support and assistance to the Internal and External Auditors as necessary.
- Keep abreast of regulatory developments in and outside of the Bank as well as evolving best practices in compliance and risk controls.
- To provide assistance to the Risk and Compliance Manager for the delivery of AML training as and when required.
- Assist the Risk and Compliance Manager with the organising of workshops and training sessions to educate and update employees on the Bank's compliance policies, regulations and processes when required.
- Any other duties as directed by the Assistant Risk and Compliance Manager and/or the Risk and Compliance Manager. This could also include working within other Sections of the Bank as service needs arise.

Person Specification

Key Competencies:

- Have a working knowledge of Banking and the Laws and Ordinances that governs it, along with knowledge of Anti-money Laundering and Fraud detection awareness;
- Have a good standard of written and verbal communication;
- Have excellent analytical skills;
- Have a practical approach to work with a high level of accuracy and attention to detail;
- Have a working knowledge of financial and accounting skills;
- Detail-oriented with the ability to multi-task and meet deadlines with minimal supervision;
- Have the ability to quantify risks and the ability to analyses data and report writing;
- Have good computer proficiency in Microsoft Word and Excel;
- Have experience in dealing with audits;
- Have the ability to work on own initiative in responding to crisis and working under pressure in a timely manner;
- Must be self-motivated and have excellent interpersonal skills and the ability to work well with a wide range of people as well as work independently;
- Be highly organized and methodical; be proactive and able to take the initiative and remain clam under pressure;
- Be well presented with a professional manner;
- Ability to maintain high levels of confidentiality, including data protection;
- Ability to work effectively in a fast-paced team environment;
- Demonstrate decision making and problem-solving skills;
- To have excellent knowledge of reporting procedures and record keeping;
- Risk Management and Information awareness;
- Must be committed to personal/professional development.

Qualifications & Experience

- GCSE's in Mathematics and English at Grade C or above;
- GCSE in Accounting or willing to work towards this (or similar qualification in Accounts), preferred;
- 1-year experience in working in an Audit or Finance field;
- Willing to work towards a qualification in Compliance and/or Risk Management
- Proficiency in IT skills, including Microsoft Applications;
- Good Financial/Accounting skills;
- Good analytical skills.

Special Conditions

- Meeting deadlines, which might mean working outside normal working hours;
- Have the ability to liaise effectively with awkward/irate customers;
- Have an approachable attitude to all customers internally and externally.