

# HDFC BANK

An ideal opportunity to advance your career in banking, with a bank which has served the nation for over three decades standing by all stakeholders, providing shelter and support in fulfilling aspirations of Sri Lankan business community through diversified financial solutions.

The Bank is in the process of chartering in to new vistas of development banking.

We are looking for a high caliber Compliance Officer, with exposure in the areas of financial services sector, regulatory landscape and foreign funding Agencies..

## COMPLIANCE OFFICER

### Key responsibilities

- Responsible for conducting audits and inspections to ensure the bank adheres to the applicable internal and external laws, regulations, policies and procedures.
- Develop policies and procedures designed to eliminate or minimize the risk of a breach of regulatory requirements.
- Facilitating design and structuring of new products while ensuring that those conform to local regulatory requirements and internal compliance and ethical standards. Ensure existing products conform to all compliances and ethical standards.
- Ensure that the reviews are carried out at appropriate frequencies to assess compliance with regulatory requirements and compliance standards.
- Understand and apply all new legal and regulatory developments relevant to the business of the Bank.
- Ensure that compliance policies and procedures are clearly communicated to Management and members of staff and relevant stakeholders on time.
- Be the Central point of contact on all compliance-related issues to all stakeholders.
- Monitor all customer transactions and file suspicious transaction reports if required.
- Conduct awareness programs for recruits, upload compliance policies to the web portal for day-to-day reference for all staff and conduct regular compliance training.
- Implement/practice/update the applicable statutory guidelines (including CBSL, CSE, FIU, and other regulators) to comply with the same whilst assuring no violations within the organization.
- Liaison with CBSL and initiate prompt actions to safeguard the stakeholders of the bank.

### Educational qualifications

- A degree in Banking/Business Administration/Finance/Accountancy/Economics/Law or related discipline from a recognized University.

**OR**

Associate Member of the Institute of Bankers (AIB)/Institute of Chartered Accountants of Sri Lanka (ACA)/ Association of Chartered Certified Accountants (ACCA)/Chartered Institute of Management Accountants (ACIMA-UK)/Institute of Certified Management Accountants (ACMA)/Attorney-at-Law.

- Qualifications in Banking Regulatory Compliance are preferred.

### Experience

- Carry a minimum of 10 years experience in the finance & banking sector, out of which a minimum of 5 years in a managerial or higher capacity and possess experience and thorough knowledge in the compliance function.
- Sound knowledge of regulatory compliance, Anti Money Laundering procedures, Corporate Governance and Ethics.

**Age Limit :** Preferably below 50 years.

An attractive remuneration package awaits the right candidate.

## APPLICATION PROCEDURE

Applications with two non-related referees, should be sent via e-mail to : [careers@hdfc.lk](mailto:careers@hdfc.lk) on or **before 01.03.2023** indicating the position applied in the subject line of the e-mail.

**Assistant General Manager - HRM**  
**HDFC Bank of Sri Lanka**  
**Sir Chittampalam A. Gardiner Mawatha,**  
**P.O. Box 2085, Colombo 02.**

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