DEPUTY MANAGER
POLICY & FRAMEWORK AND BUSINESS ADVISORY
FINANCIAL CRIME COMPLIANCE

This is a role within the Financial Crime Compliance pillar of the Compliance Department. The Job holder is responsible to assist the Senior Deputy Manager – Policy & Framework and Business Advisory of the Financial Crime Compliance Pillar to design, implement, maintain, and oversee the policies and procedural frameworks within the Financial Crime Compliance (FCC) pillar and also to provide business advisory in respect of FCC.

THE JOB

- **Assist / Support the implementation and execution of policies & procedure manuals under the Financial Crime Compliance framework of the Bank, in accordance with the applicable laws/regulations/guidelines and circulars.**
- **Keep up-to date with evolving financial regulations, develop processes / operations in compliance with same**
- **Work closely with the legal department, risk department, Business stakeholders, Internal Audit and the regulator when reviewing / updating existing polices and FCC frame work in line with the board approved policies**
- **Build professional relationship with all the internal stakeholders adopting a cohesive approach to the execution of tasks**
- **Provide advice to business lines in relation to FCC matters**
- **Review and enhance advisory process flows to ensure timely, documented, and risk-based responses**
- **Coordinate with process owners to embed AML/CFT controls into business products and services**
- **Identify level of risks based on the outcome of the Enterprise Wide Risk Assessment (EWRA), update EWRA policy and update team lead on the key risk areas**
- **Stay updated on relevant local regulations (e.g., CBSL directives, FIU guidelines ABC area) and global compliance standards relations to the FCC and Anti Bribery and Corruption**
- **Assist the Team Lead to implement and maintain the governance framework of FCC including updating policies, ensuring availability of necessary workflows, approval process and version controls**
- **Support to create Financial Crime compliance culture across the organization by escalating feedback received from the Business Lines to the Compliance Officer.**
- **Provide timely responses to the ad-hoc queries raised by the FIU and request for information**
- **Advise business lines on regulatory obligations related to updated policies and procedure manual. Ensure timely responding to Corresponding Banking Questionnaires**
- **Ensure timely completion of KYC reviews by the Business Lines**
- **Ensure timely completion of UBO pending at the BLs**
- **Carry out monthly PEP reviews/reconciliation and make sure availability of all PEP approvals.**
- **Discuss gaps/concerns highlighted in the periodic supervisions conducted by the regulator with the team lead and support him to close those gaps within the time lines agreed.**
- **Support team lead to carry out ABC risk evaluation and policy control implementation, and periodically reviews of Enterprise Wide ML/FT Risk Assessment.**

THE PERSON

- **Bachelor's degree in Law, Business, Finance, or related field (Master's preferred or Professional certifications such as CAMS, ICA, or equivalent preferred**
- **Possess minimum of 7 years' experience Branch banking operations and/ or in financial crime compliance**
- **Strong stakeholder management and influencing abilities.**
- **Strong organizational and time management skills with and with the ability to manage multiple tasks and prioritize effectively**
- **Excellent problem-solving abilities to develop effective solutions for Compliance issues**
- **Analytical and Critical thinking skills to interpret complex regulations and identify Compliance Risks**

Position is at Deputy Manager Level.

Please login to https://www.ndbbank.com/careers to apply on or before 30th November 2025.

We will correspond only with the shortlisted applicants

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Vice President Human Resources