

Position: **AML SUPPORT**

Department: Risk & Compliance
 Reports to: AML Manager
 Direct reports: Nil
 Role type: Fixed Term – 12 Months
 Hours: 40
 Location: Dunedin or Hastings
 Date: November 2021

Position in organisation



Purpose of position

As part of the AML/CFT (Anti Money Laundering and the Counter Financing of Terrorism) and Risk team to ensure AML/CFT policies and procedures are complied with to meet legal and regulatory requirements.

Key focus of the role

- Work with the AML Manager to develop and maintain appropriate systems and policies to improve CUB's risk protection.
- To review CDD information provided by customers to ensure compliance AML-CFT requirements
- To review transaction monitoring alerts and either escalate or close them
- To review and action Police information Requested and, where required, Police Production Orders (and other requests from third parties)
- Be a positive, willing, contributing and adaptable member of the team at all times

Key result areas and standards of measures/expectations

- Maintaining a working understanding of CUB's AML Policies and Procedures
- Developing and maintain a good understanding of AML/CFT and a comprehensive understanding of customer due diligence requirements
- Undertake appropriate CDD checks on new and existing customer documentation in line with policy
- Carry out due diligence using a wide range of data bases to identify potential PEP, RCAs, and SIPs matchings (including analysing on boarding documents provided by members and advising if whether further information or enhanced due diligence is required).
- Carry out customer identification verification on receipt of documentation from branches / customer-facing teams, ensuring verification meets policy requirements
- Follow up on incorrect or incomplete CDD information and make improvement recommendations where appropriate
- Assisting, where required, with review of CDD exception requests, escalating them appropriately where required.
- Using the Transaction Monitoring system to individually analyse and close alerts, identifying areas of concern to assist with determining level of suspicion and escalating accordingly.
- Ensure Suspicious Activity /Transactions are identified and posted on the Unusual Transaction Register for investigation.
- Raising concerns about any relevant matters with the AML Manager or AML/CFT Compliance Officer
- Maintaining a good knowledge of potential red flags for member across the business and jurisdiction in which members are based.
- Information and support provided to staff regarding AML enquiries.
- Providing general AML guidance to staff across CUB in respect of AML general queries and training. Escalating more complex issues and queries as required.
- Assisting the Risk & Compliance team with the provision of AML/CFT Training.

- To work with the wider team to identify opportunities to improve policies and processes.
- To work with AML Manager to assist with preparation for AML/CFT Audits.

Other:

- Health, Safety & Security regulations understood and complied with to ensure hazards identified and accidents prevented
- Other duties willingly performed as required
- Customer (internal staff and external) queries are followed through in a timely manner that ensures closure.
- Champion the organisational values
- Support other team members as required
- Strategic or operational project work completed as required

Note: These duties may change from time to time to meet operational or other requirements.

Person specifications: *Skills and knowledge required in this position*

Essential

- Flexible, highly organised, able to prioritise own workload, coupled with resilience to work under pressure and adhere to tight deadlines.
- Previous experience in banking or finance industry
- Familiarity with key aspects of the AML/CFT regime
- High levels of computer literacy including an understanding of Microsoft Office products, including Word, Excel, Outlook.
- Excellent communication and influencing skills, both written and verbal
- Proactive self-starter, able to demonstrate good levels of initiative and motivation, but also work closely with other team members.
- Strong customer service ethic
- Enjoys fast pace changing environment
- An enquiring mind
- Attention to detail and good organisational skills
Good interpersonal skills, demonstrating professionalism in all deals
- Must be able to multitask and keep calm under pressure.
- Ability to manage assigned tasks in an efficient and timely manner.

Desirable

- Working knowledge of internal CUB systems, including Flexcube, as well as external systems such as Jade, Illion, and OCR.
- Knowledge of current AML/CFT legislation.
- A good understanding of and experience in applying the AML/CFT framework and CDD requirements.