

JOB DESCRIPTION			
JOB TITLE:	Deputy Manager - Financial Crime Operations	DEPARTMENT:	Financial Crime Operations
REPORTS TO: (Job Title)	Administrative reporting to Head Operations and Information Systems Functional reporting to Head Compliance and MLRO	DIVISION:	Wholesale

1	JOB ROLE
	Managing the Financial Crime Operations Team consisting of Transaction Screening, Transaction Monitoring, KYC screening, Fraud investigation and reporting.
2	JOB RESPONSIBILITY
	<u>Transaction Screening and Customer Screening</u> ✓ Manage the transaction and customer screening team, responsible for investigating and assessing alerts of potential financial crime risks to the Bank, including sanctions and money laundering ✓ Manage workflows and establish, maintain and follow approved procedures within the turnaround times ✓ Level 2 review of the transaction screening alerts and back up for level 2 review of the name screening alerts. ✓ Ensure high quality of investigations is maintained, providing support and training to FC Associates to identify 'red flags' which may indicate potential suspicious activity when investigating alerts ✓ Ensure timely, efficient reporting of suspicious activity reports (SARs) to the MLRO ✓ Maintain relevant MI required for tracking alerts and escalated SAR's and any other activity within the team as may arise from time to time ✓ Undertake investigations and follow up with stakeholders to resolve any issues that are raised ✓ Responsible for developing and updating the transaction and customer screening process manual ✓ Providing training as a Financial Crime Subject Matter Expert within the FCO team as well as other relevant departments and branches ✓ Participate in the successful implementation of the new IT system for transaction and customer screening as well as transaction monitoring ✓ Perform on-going review of the IT system used in generating alerts and provide constructive reports to Assistant Manager –Financial Crime Operations for system related changes for making the system / process more robust <u>Transaction Monitoring</u>

	✓ Manage the transaction monitoring team, responsible for investigating and assessing alerts of potential money laundering and financial crime risks to the Bank ✓ Manage workflows and establish, maintain and follow agreed to calendar, procedures for transaction monitoring ✓ Perform on-going review of the AML system used in generating alerts and provide constructive reports for system related changes for making the system/process more robust ✓ Review alert scenarios and thresholds for effectiveness and draft a report outlining any proposed changes and the impact ✓ Ensure efficient identification and monitoring of suspicious activities and transactions ✓ Ensure high quality of investigations is maintained, providing support and training to TM Associates to identify 'red flags' which may indicate potential suspicious activity when investigating alerts ✓ Ensure timely, efficient reporting of suspicious activity reports (SARs) to the MLRO ✓ Maintain relevant MI required for tracking alerts and escalated SAR's and any other activity within the team as may arise from time to time ✓ Undertake investigations and follow up with stakeholders to resolve any issues that are raised ✓ Responsible for making amendments to the transactional monitoring process manual ✓ Participate in the successful implementation of the new AML system <u>KYC Screening</u> ✓ Developing and implementing the system and procedures for the KYC. ✓ Allocating roles and responsibilities with respect to these procedures across both the teams within the wider FCO team. ✓ Monitoring the performance and submitting required MI on a periodic basis <u>Fraud Investigations and Reporting</u> ✓ Updating and implementing the Fraud investigation and reporting procedures ✓ Coordinating with relevant departments and branches for reporting of suspected fraud incidents ✓ Coordinating fraud investigations and submitting the reports ✓ CIFAS coordination and reporting ✓ Maintaining and reporting of Management Information • Undertake investigations and follow up with stakeholders to resolve any issues that are raised. Manage escalations by the team and cross departments ad to ensure timely resolution. • Manage and develop the team to achieve performance targets. • Coach and motivate staff through regular training sessions, role rotation and facilitating further career growth for the staff. • Participate in adhoc projects that may be identified from time to time • Keeping abreast with developments in regulations and industry best practice and updating the team members
3	COMPETENCY
	✓ Good experience of business activities and Compliance within banking especially linked to FCA/ PRA/ICO and other regulations ✓ Knowledge of retail and commercial banking products including SWIFT Operations ✓ Sound understanding of AML Transactional Monitoring and Transactions Screening environment with experience in financial crime

	✓ Knowledge of regulations with respect to KYC, AML and Sanctions and Fraud ✓ Knowledge and experience to comprehend and work with complex transactions ✓ Experience in identifying unusual / suspicious transactions and outlining rationale. Knowledge and experience of risk-based approach pertaining to the AML processes
4	CERTIFICATION REGIME CONDUCT RULES
	Individual Conduct Rules: Rule 1: You must act with integrity; Rule 2: You must act with due skill, care and diligence; Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators; Rule 4: You must pay due regard to the interests of customers and treat them fairly; Rule 5: You must observe proper standards of market conduct; Rule 6: You must act to deliver good outcomes for retail customers
5	KEY INTERACTIONS/NETWORKS
	Internal and external stakeholders including: ✓ CEO (London Branch) ✓ Trade Finance team ✓ Payments team ✓ Treasury Department ✓ Corporate Services team ✓ Credit and Syndications teams ✓ Compliance and Risk teams ✓ Information Technology, Foreign Office India ✓ External third-party vendors
6	REPORTING RELATIONSHIP
	Functional reporting to Head Compliance and MLRO Administrative reporting to Head Operations and Information Systems
7	PERSON SPECIFICATION
	✓ In addition to technical competence, must have leadership skills. ✓ Analytical with great attention to detail ✓ Communication at Senior level and present findings to the Board ✓ Good interpersonal skills – including ability to interview and de-brief colleagues for investigative purpose, ✓ Good knowledge of MS Office ✓ Team player, able to cover for other team absences when necessary, and also able to lead on issues directly under the role remit
8	CONTACTS:
	In all contacts the post holder will be required to present a good image of the State Bank of India as well as maintaining constructive relationships.
9	NOTES

- | | |
|--|---|
| | <ol style="list-style-type: none">1. The State Bank of India reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.2. Reasonable adjustments will be considered as required by the Disability Discrimination Act.3. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the State Bank of India Bank's Equal Opportunities Policy. |
|--|---|