

| Job Description           |  |
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| Title:                    | Head of Anti Money Laundering Operations   |
| Department:               | Operations   |
| Reporting to:             | Chief Operating Officer  |
| The Role:                 | <ul style="list-style-type: none"> <li>• Line management of the AML Operations team.</li> <li>• Manage and oversee the AML/CFT operational activities, at on-boarding and as part of the ongoing monitoring of the business relationship with the customer, including identification and reporting of suspicious transactions to the MLRO.</li> <li>• Manage, review and oversee the creation and maintenance of records to demonstrate regulatory compliance.</li> <li>• Manage and oversee the effective implementation of procedures, processes and controls to ensure ongoing compliance with AML &amp; CFT Policy (this includes monitoring effectiveness of controls).</li> <li>• Provide expert guidance on AML matters, including complex cases. Responsible for the identification and review of the impact to the AML/CFT risk driven by changes to processes, products or activities.</li> <li>• Lead key AML projects and transformation initiatives, providing strategic input to the business and driving continued process improvement, efficiency and automation.</li> <li>• Produce MI for Risk and Board reporting.</li> <li>• Engage proactively with MLRO, Compliance and Risk.</li> </ul> |
| Education and Experience: | <ul style="list-style-type: none"> <li>• University primary degree or relevant Industry qualification. Ideally AML professional qualification.</li> <li>• Ideally a minimum of 7 years AML/CFT operational experience within Retail banking environment / strong knowledge of mortgage lending.</li> <li>• Excellent numerical, written &amp; analytical skills with experience of producing quality performance &amp; management reports are essential.</li> <li>• Proficient in the suite of Microsoft Office products.</li> </ul>   |

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|                                    | <ul style="list-style-type: none"> <li>• Proven experience managing team members and ideally proven track record of delivering transformation initiatives.</li> </ul>   |
| <b>Skills and Personal profile</b> | <p><b>The ideal candidate will be:</b></p> <ul style="list-style-type: none"> <li>• Resilient, energetic, and enthusiastic.</li> <li>• Excellent managerial and leadership skills.</li> <li>• Must possess excellent communication and interpersonal skills and ability to influence, drive and motivate agendas &amp; teams outside of direct reporting lines.</li> <li>• Ability to problem-solve and exercise independent judgment while displaying a high degree of initiative.</li> <li>• Ability to handle detailed assignments and maintain confidentiality.</li> <li>• Excellent analytical skills and attention to detail.</li> <li>• Team player who works well in a small and dynamic team.</li> </ul> |