

Job Description

AML & Compliance Officer

Main responsibilities:

- Manages (receives and assesses) reports regarding unusual or suspicious transactions as well as information that might be related to money laundering, assesses received information and use all available sources.
- Reviewing debtor's financial transactions & analyzing financial data to detect potential money laundering activities.
- Reporting suspicious activities to Anti Money Laundering Authority (Hellenic FIU).
- Maintaining an updated list of known or suspected criminals or terrorist organizations involved in money laundering activities.
- Investigating information provided by banks, businesses, or other entities regarding possible violations of anti-money laundering laws.
- Reviewing third parties contracts and their UBO statements, in order to check and suggest the cooperation.
- Drafting required processes, designs and updates AML policies and monitors and safeguards their accurate and efficient implementation.
- Submission to the company's management of the annual High Risk customer re-assessment report.
- Preparing reports detailing findings from investigations and their recommendations for action and handling BoG requests.
- Guide the company's employees, regarding AML issues and designs and participates in the annual training program regarding AML and Compliance
- Prepare the annual AML report to be addressed to the BoG
- **Complaints management:** analyze each case, check deadlines for response, reviews response in complex cases, propose best practices, response to authorities, train complaint officers.
- **Compliance :** Prepare the annual Compliance Report/program, communicates with BoG, updates policies and procedures, and ensure their accurate implementation
- Support Corporate Legal Function in other tasks

Requirements:

- Bachelor degree in Law
- Good understanding of AML and CTF framework
- More than 3 years proven Internal AML / Compliance experience in Financial Institution.
- Compliance qualification is an advantage
- Strong research and analytical skills
- Excellent communication skills in English, both verbal and written
- Must have good planning and time management/prioritization skills
- Ability to work independently and also to liaise with other departments
- Good interpersonal skills

If you are interested in working with us, please send your CV to hr@veraltis.gr.

All applications will be treated with strict confidentiality.