

## Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is Cambodia's first and foremost bank. It has been providing customers with safe and reliable banking services for over 38 years. With our head office in Phnom Penh, we currently operate eleven branches and office in Phnom Penh, Sihanoukville, Siem Reap, Battambang and Kampong Cham province and plan to continue expanding our distribution network. In order to cope with the growth, we are looking for highly motivated and qualified candidates to join with our *"Employer of Choice bank"*:

### **Staff of Compliance Unit** (01 Position Based in Head Office, Phnom Penh)

Reporting to Chief of Compliance, the primary functions of the position are to ensuring that the Operating framework meets internal & external requirement especially Cambodia Law, Regulation of NBC and CAFIU.

#### **Main Duties**

- Assist to implement and administer anti-money laundering and countering financing of terrorism (AML/CFT) policies and procedures
- Assist in the compliance function of the trust-related business
- Conduct Client Due Diligence for onboarding of new clients, including screening client through World Check and other on-line search
- Facilities, and verification of client KYC documents
- Perform client risk profile to assign AML risk rating to structures and undertake periodic review of files based on clients AML risk rating
- Assist organise meetings with business heads with regards to compliance matters, including risk management
- Assist with compilation of data and preparation of reports for submission to Compliance Manager
- Carry out compliance monitoring program to ensure that the business is conducted in accordance with Group AML/CFT policies and procedures
- Assist to Complete AML questionnaire for correspondent banks, RMA banks, Vostro and Nostro Account, and other local banks
- Oversee FATCA / CRS registration and reporting
- Participate in projects to give Compliance perspective
- Maintain Register of High Risk Clients, and monitor the transactions of such clients
- Deliver and track AML training to all staff
- Keep Senior Management up to date with new developments in the regulatory environment
- Ad hoc duties / projects as assigned by senior management

#### **Skills/ Experiences**

- BA/Master in law, finance, ACCA, business administration or related field
- 3 to 5 years related work experience within the financial services industry
- Experience in AML/CFT regulations would be an advantage
- Good written and oral communication skills in English and Mandarin
- Self-motivated and meticulous attention to details
- Team player with high degree of professional integrity, and a can-do attitude

#### **How to Apply:**

**Submission Deadline:** 13 December 2017 at 5.00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: [hr@ftbbank.com](mailto:hr@ftbbank.com) or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

Please visit our website: <http://www.ftbbank.com/vacant-and-career> for more available vacancy

☎ : 023 862 111

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