

VACANCY

Compliance and Knowledge manager

20 February 2020

Experience and qualifications

- 3 - 6 years' experience within a general or specialized Corporate Commercial practice
- Law degree from a recognised university with a strong academic track record

Job accountabilities

- Develop the Firm's compliance policies and procedures and annual compliance work plan
- Comprehensive understanding of the firm's statutory obligations in terms of the relevant legislation
- Develop and implement effective systems and controls to ensure adherence with the firm's compliance policies and programs including maintenance of records
- Establish written guidelines on the implementation of all applicable legislation, coordinate and monitor adherence with relevant legislation
- Conduct regular independent compliance audits, reviews and checks to ensure adherence with the firm's policies, procedures and obligations in terms of the FIA Act and regulations
- Implement and maintain a customer acceptance policy, internal rules, programmes, policies and procedures to protect the firm from financial offences
- Develop and implement ongoing employee training programs on the implementation of the Financial Intelligence Act and regulations
- Produce internal reporting templates and coordinate internal and external reporting
- Conduct ongoing assessments to define and analyse possible risks
- Ensure all Anti money laundering (AML)/Counter financing of terrorism (CFT) reporting requirements are met
- Independently investigate and facilitate reporting channels for non-compliance
- collaborate with other departments to create an ethical corporate culture of compliance
- Interacting with regulators on compliance issues
- Review of Clients' KYC documents and ensuring that client identification records are available at all times
- Assist with the development and implementation of the firm's knowledge management strategy and promoting a knowledge sharing culture across the Firm

Candidate should have a strong command and experience of the regulatory framework in Botswana, an understanding of Anti Money laundering and Counter Financing of terrorism laws, regulations and international standards and working knowledge of risk classification models

Personal Attributes:

- **Initiative**

Self-starting, taking action to achieve goals beyond what is required, and being proactive from a departmental perspective.

- **Perseverance**

Be able to work well under pressure without compromising work quality or standards. The ability to move past obstacles to achieve end results in an efficient and professional manner.

- **Work Standards**

Sets own high goals and performance standards, producing work timeously, accurately and of a consistently high standard.

- **Results driven**

Ability to work well under pressure without compromising work quality or standards. Ability to handle high volumes as well as meet deadlines with the view to adding value to the business by delivering the required results.

- **Action oriented**

Act without prompting, readiness to be energetic and inventive and contribute to innovative outcomes.

- **Team player**

Work together with colleagues and staff to enhance the team's overall performance, to take advantage of team synergies and to ensure a productive, efficient and caring work environment

- **Ethical**

Display highest standards of honesty and integrity at all times

- **Organisational awareness**

Good business awareness, understanding the implications of events within the organization. Knows how to get things done through formal channels and informal networks.

- **Work Standards**

Sets high goals or standards of performance for self, producing work timeously, accurately and of a consistently high standard.

- **Planning and organizing**

Accurately scopes out the length and difficulty of tasks. Sets priorities, manages schedules and plans accordingly in a constantly pressurized environment.

Skills:

- **Communication**

Able to express ideas clearly, produce documents that have appropriate organisation and structure, correct grammar and language.

Ability to think and make independent decisions.

- **Computer Literacy**

Proficient in Excel, PowerPoint, Word and Outlook.

Should you meet the above specifications, please email your CV to:

info@bookbinderlaw.co.bw no later than Thursday 27 February 2020.

All applications are to be accompanied with copies of academic certificates and recent references. Please note that only those chosen for an interview will be contacted.

Tel: +267 3912397 | Fax: +267 3912395 | www.bookbinderlaw.co.bw

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