



## MLRO

Arab Banking Corporation (B.S.C.) is recruiting a trilingual - Arabic, French and English, MLRO. Based in Bahrain, the successful candidate will assume responsibility for the ongoing development, maintenance and implementation of all aspects of the ABC Group's Anti-Money Laundering / CFT policies and procedures.

### Principle Accountabilities:

#### ABC Group

1. Formulating the ABC Group's AML / CFT policies and procedures on an ongoing basis. This will require the Group MLRO to keep abreast of any product or market related developments as well as any changes to local regulations and international best practice.
2. Advising all Unit MLROs of any new policy/procedure requirements for implementation (and confirming implementation) or other salient operational information.
3. Monitoring ABC's Compliance with relevant national and international sanctions programs and formulating / disseminating guidance to Group Units in this regard.
4. Acting as the Bank's high level external contact and reporting officer with the regulatory authority in Bahrain (and other jurisdictions if required).
5. Travel periodically to Group Units to assess the adequacy of ABC's Group AML procedures and adherence to CBB Regulations by the ABC Group.
6. To internally report to the President and Chief Executive and the Board of Directors on critical money laundering issues which require the attention of the Senior Management such as:
  - o informing them of any control system weaknesses which have resulted in Money Laundering cases going undetected; and
  - o providing reasons for any significant changes proposed in local Anti Money Laundering policies and procedures to tighten control in this area.
7. As and when required, the Group MLRO will be available for discussion or explanation of any procedural issues with any of the ABC Unit MLROs.

8. Reviewing all “suspicious” transactions reported in Suspicious Transactions Reports filed by various Units (via their MLRO) and coordinate appropriate action (for example, in terms of exiting relationships)
9. Coordinating the annual review of Group AML Compliance in conjunction with our external auditors.
10. Review findings arising from the review and coordinate any necessary corrective action
11. Based on the Annual (or periodic) Reports on money laundering submitted by the various Unit MLROs and on the findings of Group / External Audit, prepare an annual report to the Board in accordance with CBB Regulations.
12. Receive and review copies of all internal and external audit reports regarding AML and follow up on corrective action.
13. Coordinate the selection, functional definition, testing and implementation of new reports & AML related systems to ensure their adequacy /
14. Assume overall ownership for the SIDE system and implement / maintain current Group procedures governing its use.

### **Bahrain Based Units**

1. Act as the Money Laundering Reporting Officer for ABC B.S.C. In this regard:
2. Develop (and maintain current) detailed local operating procedures to ensure that the high level policies / requirements of the Group AML Manual are adequately implemented.
3. Ensure compliance of Bahrain based units with the requirements of local procedures / ABC’s Group AML Manual / relevant CBB Regulations on a day to day basis and ensure necessary corrective action, if any, is taken.
4. Review internal ‘suspicious transactions’ from staff and prepare ‘suspicious transaction reports’ (STRs) where appropriate for submission to the CBB.
5. Approving the closure of customer accounts where the client is suspected of money laundering.
6. Liaise with Financial Intelligence Unit, the CBB and other concerned bodies regarding AML / CFT and ensuring that all requests for information from the Regulatory authorities are responded to promptly.
7. In conjunction with the Group Compliance Officer develop and maintain KYC documentary checklists for use by Account Officers and other ‘front office’ staff to facilitate the collection of KYC information / documentation required by CBB regulations.
8. Spot check and review where necessary KYC provided for new business relationships particularly where complex structures / documentation is involved.

9. In exceptional cases, if necessary, contacting other banks or other independent third parties for the purpose of identity verification on a customer.
10. Oversee periodic reviews of the adequacy of KYC documentation for all clients/customers of ABC Bahrain.
11. Ensure that documentary deficiencies are logged and followed up with relevant account officers to resolve.
12. Analysing each Unit's customer profile to identify higher risk account/transactions.
13. On-going monitoring of the accounts / activities of customers deemed to be 'high risk'.
14. Periodically review SIDE 'Daily Accepted Violations' Report and periodic static data scans.
15. Ensure that all 'relevant' staff receive appropriate AML training (either in-house or externally) with the required frequency and take reasonable steps to ensure that staff awareness of AML/CFT matters is maintained at an appropriate level.

### **Experience and Qualification:**

University graduate with at least 5 years relevant experience in a similar position.

#### **Skills:**

Fluent Arabic and English (written/ spoken).

Fair PC knowledge on Excel and Windows.

Excellent communicator.

Team player.

Confident & Self motivated.

Please send your CV and cover letter, stating the position you are applying for, to Human Resources at ABC by email to [jobs@arabbanking.com](mailto:jobs@arabbanking.com)

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