

## Compliance Officer

**Job Location:** Birmingham, UK; **Job Type:** Permanent, Full Time

**Salary:** £24,000 – £28,000 per annum DOE

BRAC Saajan Exchange Limited (BSEL) operates through an extensive network of independent retail money transfer agents, with over 300 across the country. The company has an aggressive plan to expand across Europe over the next few years whilst maintaining its commitment to increasing financial inclusion.

The successful candidate will be a part of the Financial Crime and Compliance Team. While transaction monitoring will be the key purpose of this role, the candidate might be required to assist the FCC team on an “as and when required” basis.

**Reportable to:** Head of Financial Crime Compliance and MLRO

**Purpose:** Transaction Monitoring Management

### **Key responsibilities:**

- Actively manage the ‘in house’ Transaction Monitoring processes by engaging with the small team in Dhaka
- Demonstrate superior skills in the assessment of the ‘indicators’ automatically provided by our bespoke Transaction Monitoring system
- Actively participate in workload analysis and prioritisation and providing assistance and advice in respect of case management
- Provide accurate summaries detailing suggested actions to the Compliance and Financial Crime Manager and the MLRO
- Manage the tracking and escalation of cases identified.
- Liaise with IT regarding the effective functioning and further development of the bespoke requirements of the system.
- Assemble weekly and monthly data for the Compliance and Financial Crime Manager in respect of caseload progress and action points.
- Report suspicious and unusual transactions or activity to MLRO via iSAR (internal suspicious activity reports)
- Other assignments as directed by the Financial Crime Manager or the MLRO

### **Internal Relations with the following**

Relationship Managers, Customer Relations Officers, Other members of the FCC, Operations, Head of Financial Crime Compliance and MLRO, AML and Compliance and the Head of Global Compliance, finance, Internal Audit, IT

### **External Relations**

Agents and Customers as required, FCA, HMRC, Police and the NCA, external auditors, external information providers (sanctions, IT and KYC)

### **Required Experience**

The successful candidate must have superior analytical and reasoning skills

- Experienced in extracting and displaying data from Excel
- Display competence and confidence with interpreting the data extracted and managing any subsequent data retrieval.

- Competent in researching publicly available data sets
- Methodical and accurate work ethos
- Excellent communication, numerical and presentation skills
- Experience in working within a financial institution would be beneficial

Please note that 'core hours' of being present in the office are 9 am to 6 pm Mon – Friday. A 45-minute lunch break is to be taken.

If you think that you are suitable for this role, please apply now!

**How to apply for the job:**

Applicants can come in person to hand in their CV and Cover Letter to our Head Office or send to:

[jobs@bracsaajanexchange.com](mailto:jobs@bracsaajanexchange.com)

Alternatively applicants can post their CV and cover letter to the below address:

BSE Jobs  
BSE House  
BRAC Saajan Exchange Ltd  
160-162 Lozells Road, Birmingham  
West Midlands, B19 2SX  
United Kingdom

**Note:** Please mention the job reference number found at the top of this document when you are applying.