**Job Description of Compliance Officer**

**Qualification Requirement:**

* Masters or four years Bachelors in Banking, Finance or Commerce with upto three (3) years of relevant experience in a financial institution.

**Skills:**

* Knowledge and understanding of law
* Proficient in MS office products
* Knowledge and use of Internet browsers and the Internet.
* Good Communication Skills

**Role and Responsibilities:**

* He / She will have complete knowledge of legal requirements of all the matters as stipulated in the Companies Act 2017, The Listed Companies (Code of Corporate Governance) Regulations 2017, NBFC Rules 2003 and NBFC Regulations 2008, Listing Regulations and all other applicable laws.
* He / She will be responsible to ensure compliance with the requirements of all applicable regulatory frame work.
* Identify compliance weaknesses, ensure adherence to the established policies, procedures, and develop controls where lacking
* report all non compliance to higher management.
* Issue schedule of compliance to each and every department of the company on monthly or on requirement basis.
* Manage anti-money laundering frameworks in line with applicable laws / regulations
* Report compliance status of the company to SECP, SBP, PSX and other regulators
* Liaison and collaboration with the Business / Support functions on compliance matters and periodical reporting to SECP, SBP, PSX and other regulators
* Advise Management on the applicable laws, rules and standards
* Creating awareness on compliance through interpretation of Regulations & applicable laws
* Manage legal risks, including risk derived from distribution agreements, anti-trust issues and others.
* Manage legal records of compliance status
* Ensure follow up of any query from management staff

Interested candidates should submit their CVs along with recent passport size photograph marking the aforesaid position at [info@fcibank.com.pk](mailto:info@fcibank.com.pk)