



## ROLE DESCRIPTION

December 2021

JOB TITLE:	Trade & Transaction Monitoring Officer
DEPARTMENT:	Trade Transaction and Monitoring AML
REPORTING TO:	Head of Trade Transaction and Monitoring AML
LOCATION:	London, UK

### A BRIEF INTRODUCTION TO GTBANK (UK)

Guaranty Trust Bank (UK) Limited offers both retail and wholesale banking products and services to private, corporate and institutional clients. Our products and services are designed to address the needs of individuals and corporate clients visiting or based in the United Kingdom with business or personal connections in Africa and vice versa.

Guaranty Trust Bank (UK) Limited is a limited company incorporated in England & Wales (05969821). Registered office: 60-62 Margaret Street, London, W1W 8TF. Guaranty Trust Bank (UK) Limited is Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. GTBank and GTBank UK are the trading names of Guaranty Trust Bank (UK) Limited. We are the UK fully owned subsidiary of Guaranty Trust Bank Plc, one of the leading financial services providers in Nigeria.

For further details, please visit our website: [www.gtbankuk.com](http://www.gtbankuk.com)

### SCOPE AND RESPONSIBILITIES

#### *Key responsibilities*

The Trade & Transaction Monitoring Officer will be responsible for two roles:

- For managing and mitigating all aspect of AML risk within the Trade Operations Department and directly reporting to the Head of the department
- Secondly to ensure efficient identification and monitoring of suspicious activities for transaction in timeous reporting to the Head of the department.

It is further required to analyse information received from Correspondent Banks and to monitor and report on Correspondent Banking transaction activity to analyse and address any AML economic sanctions related alerts.

- To review all transaction monitoring in line with the bank policy to confirm/clear suggested matches and escalating any possible matches to the Head of the Department
- To review all transactions held on the GCOP system, releasing any false matches in a timely manner.
- Perform aggregate transaction monitoring on customers, i.e. Applicants & Beneficiaries
- within the Trade Operations Department and report any escalations to the Head of
- the department.

- Ensure that AML and KYC monitoring for the Trade Finance product complies with all regulatory and industry best practice.
- Ensure efficient identification and monitoring of suspicious activities and transactions.
- Update the changes of customer's profiles on Company house and liaising with the RM to provide documentary evidence in light of the changes.
- Updating customer's profile on basis in respect to their turnover.
- Ensure timely, efficient reporting of suspicious transactions.
- Maintain a current understanding of money laundering and terrorist financing issues, including policies, procedures, regulations, industry best practice, criminal typologies and developing trends.
- Assist with money laundering related queries/questionnaires received from Corresponding Banks & their compliance section, in a timely manner.
- Investigate, review and resolve AML related and economic sanction related alerts
- Ensure proper investigation of suspicious transactions or money laundering alerts.
- Assist with AML Compliance Training especially on identification and reporting of suspicious transactions.
- Assist in the development of in-person AML/Economic Sanctions Compliance Training for new employees
- Prepare monthly and quarterly reports to AML OC and BRCC

#### KNOWLEDGE & EXPERIENCE REQUIRED

- Appropriate qualification in applicable field of study e.g. law/ AML/Client On-boarding would be beneficial
- Some experience in transaction monitoring gained within a retail commercial bank or within a financial services company focused on the retail market;
- Excellent technical ability and in-depth knowledge of relevant legislation and regulation;
- Good understanding of financial markets and current regulatory issues; a good understanding of UK and European money laundering regulations, initiatives and directives;
- Good oral and written communication and influencing skills;
- Must be able to work without close supervision and to strict timelines;
- Must be able to work as part of a team and on own initiative;

#### KEY ATTRIBUTES

1. Overall Effectiveness
2. Communication Skills
3. Analytical Skills
4. Team Work
5. Administrative Skills
6. Integrity;

#### Contact

For more information about this role, please contact [HRDept@gtbankuk.com](mailto:HRDept@gtbankuk.com).

*This job description is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements. You may be required to perform other job-related duties as reasonably requested by your manager.*

*GTBank UK is an Equal Opportunities employer.*