

Job Description

Name	TBA
Title	Compliance Analyst
Division	Compliance
Reports to	Lead Compliance Analyst
Date	TBA

Job Purpose

To provide efficient and effective administrative service to the Compliance team.

Responsibilities

- Undertake sanctions and due diligence related screening of THB's clients and Counterparties as requested by THB's Business Divisions or members of the Compliance team using Lexis Nexis and Orbis software
- Refer any potential due diligence screening matches to the Lead Compliance Analyst for further investigations
- As directed by the Deputy Compliance Officer, run due diligence screening on entities identified in the Sanctioned Export Transit daily reports produced from the Lexis Nexis system, referring any matches to the Deputy Compliance Officer for further investigation
- Initial consideration, review and re-approval of renewing Counterparty relationships before referral to the Lead Compliance Analyst or Compliance Analyst
- Working with Compliance team senior management to undertake specific projects specified within the annual Compliance Plan
- Undertaking research in relation to international sanctions and trade licence requirements to assist in assessing the impact of them on the activities of the UK regulated entities in THB Group
- Supporting the Compliance Administrator in collecting Contract Certainty data and producing appropriate reports for the THB Board and its Committees
- Assisting the Compliance Administrator with general administrative issues relevant to the Compliance team including, but not limited to, management of the Compliance Team central email box, taking and producing minutes of meetings
- Providing support to the Compliance Administrator in the management of THB's overseas trading licences
- Assist other Compliance team members as required
- Undertake any other responsibilities that may become necessary for the proper performance of the role

Personal Attributes

Knowledge/Skills/Qualifications

- Strong administrative skills
- Good attention to detail and high level accuracy
- Excellent team player
- Knowledge of IT systems and programs, including Word, Excel, Outlook and PowerPoint
- Knowledge of due diligence screening tools

Key Competencies

- Understanding the Customer – Level 1
- Communication and Influencing Skills – Level 1
- Management Information – Level 1

Signed _____
(Name)

Date _____