

DEPUTY MANAGER – SHARED SERVICES – TRANSACTIONAL MONITORING UNIT (TMU)

The Job holder is responsible to perform the expected duties related IRD Notices / FIU Inquiries / Court Orders / Central bank reporting / AML Screening / Withholding tax and GL Reconciliations effectively and efficiently in an appropriately controlled and demanding environment to provide timely and accurate service to both Internal and external customers of the bank

THE JOB

- To furnish all the details and information requested through Court Orders, Inland Revenue notices, FIU and SL Customs inquiries; in an accurate and timely manner.
- To ensure that all IRD default notices issued to the bank customers are being monitored and handled by complying with IRD instructions.
- To ensure that all regulatory requirements are being followed and clear instructions are given to other units of shared services with regard to FIU freezing orders.
- Check and approve all the internal transfers pertaining to export proceeds of the branches so that the same could be processed through the Centre by complying with the existing regulatory requirement.
- Check and approve all the USD drafts for the clearing department to proceed with the collection of same.
- To complete GL Reconciliations accurately and submit the same to Finance department before the cutoff date.
- Monthly reconciliations and maintaining details of articles classified as abandoned, annual reporting of abandoned property to CBSL, dispatching letters to the holders of the abandoned accounts, remitting 90% of abandoned articles maintained in LKR to CBSL and other related activities pertaining to the same.
- Ensure all the related parties with regard to new customer creation / outward remittances / inward remittance / foreign drafts / RTGS are being scanned through the AML system to ensure that the bank is not dealing with black listed individuals and also comply with sanctions imposed on various countries by OFAC, US and UN.
- Ensure that the department maintains the service levels agreed with the respective business lines with regard to IRD notices, Court orders, FIU freezing orders TT endorsements, GL Reconciliation's, Abandoned property and AML screening.
- Ensure all processors of TMU are in line with Compliance guidelines, Internal Audit guidelines and accepted best practices and non-deviation from the established controls and same are being communicated to new staff.

THE PERSON

- Possess a Full/Part qualification in Banking or Finance or equivalent professional qualification.
- Possess 6 years' experience in a supervisory level in a bank.
- Should have a very good knowledge on foreign exchange, FIU and IRD regulations, AML and other regulatory requirements pertaining to the job.
- Excellent problem solving and communication skills.
- Should have good analytical skills. Very good knowledge on Ms Excel and other analytical tools will be a definite advantage.
- Good people management skills with an ability to motivate staff.
- Excellence in relationship management, negotiation and multi-tasking.

Please login to <https://www.ndbbank.com/careers> to apply on or before 26th December 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President Human Resources