

JOB DESCRIPTION

Job title: **Head of Compliance and Risk**

Name:

Reports to: **Directors**

Date:

Key duties and responsibilities:

- Management of all regulatory, risk requirements of the business
- Develop and monitor compliance to 'best practice' standards
- Liaison with external organisations and all levels of internal staff.
- Preparation of board report on Compliance matters and report on any visits by regulators/auditors.
- Act as the principal point of contact at Whitmill with the JFSC and make all notifications to regulators including under the Principal Person regime.
- Money Laundering/Drug trafficking reference point along with MLRO, with consideration to new Jersey associated legislation, implementing changes in procedures as appropriate.
- Ensure the identities of all persons conducting business with WHITMILL are properly verified and sufficient client due diligence gathered and recorded to permit WHITMILL to 'risk rate' its client and predict the expected pattern of business.
- Ensure that potential new relationships that do not appear to be legitimate are declined.
- Ensure that established relationships are regularly monitored and risk rated and that they fit the customer's profile.
- Ensure records are retained to provide an audit trail and adequate evidence to the law enforcement agencies in their investigations.
- Ensure the AML vigilance systems are implemented and regularly monitored.
- Developing necessary policies, procedures, training and education of staff on Compliance/Fraud/Money Laundering issues.
- Ensure policy is developed and maintained in line with evolving statutory and regulatory obligations and experience/advice from enforcement agencies.
- Ensure that all parts of WHITMILL are complying with the stated AML policy and procedures and therefore monitoring operations and development of the policy to this end.
- Ensure Anti-money laundering training is co-ordinated.

	<ul style="list-style-type: none"> • Centralisation point for all complaints against the company and in connection with legal cases against the company. • Reviewing advertising material in respect of Compliance issues. • Education of staff on Compliance/Fraud/Money Laundering issues. • Create compliance review checklists as required. • Maintaining the Compliance Procedures Manual and keeping compliance procedures up to date. • Developing and implementing a compliance monitoring plan. • Reviewing staff competence including training records, anti-money laundering training and CPD requirements for all staff. • Ensuring that all members of staff are kept up to date with relevant information on compliance issues. • Conducting periodic client reviews. • Monitoring and handling complaints effectively and maintaining a complaints register. • Reviewing the performance of outsourced functions. • Reporting to the board the efficacy of the systems and controls. • Undertake sample checks and file reviews and report findings in respect of internal Anti Money Laundering and Compliance policies and procedures and other related legislation. • Maintain effective relationship with Custodial Bank and other third parties.
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The Job Holder:	<ul style="list-style-type: none"> ▪ May be required to undertake any other reasonable additional duties as required.
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I have received a copy of this Job Description, read it, understood it and agree with it:

Signatures:

Employee:	Manager:
Date:	Date: