

Job Description



Job Title	Financial Crime Analyst	
Date & Version	03/2025	Version: 1.0
Reports to:	Head of Compliance	
Direct Reports:	N/A	
Produced by:	Head of Compliance	



Leek, St Edward Street



Full time, permanent



35 hours

Job, purpose and scope

To provide subject matter expertise in the identification, investigation and prevention of financial crime to the Society. With a strong analytical mindset, sound regulatory knowledge and excellent people skills, the Financial Crime Analyst plays a vital role in identifying financial crime risks, working closely with the business in providing guidance, training and undertaking themed reviews to enable stakeholders to put in place effective solutions.

Vigilance and strong investigative skills are essential when analysing records, including effective collaboration with others to reach logical conclusions and making reports to law enforcement and external agencies. Outputs will be used to inform and evolve Policies and processes designed to prevent financial crime. Whilst this role has a primary focus on financial crime, occasional support will be needed in wider regulatory compliance monitoring and advisory responsibilities to meet business needs.

Duties and key responsibilities

Risk Management Framework

- Carry out detailed checking to confirm compliance across the Society's processes, systems and controls.
- Review and update financial crime policies and documentation in line with the Society's Policy Schedule including the Financial Crime Risk Policy, Financial Crime Risk Assessment and Financial Crime Handbook.
- Provide second line challenge and oversight at relevant committees, working groups and regulatory change project groups, supporting the business in the identification and management of financial crime risks.

Duties and key responsibilities

Financial Crime Monitoring

- Manage daily alerts from the transaction monitoring system, investigating and managing cases through to satisfactory conclusion.
- Conduct regular reviews of the transaction monitoring system rules and parameters to ensure the outputs remain effective, providing recommendations to manage evolving financial crime risks.
- Complete effective investigations on Suspicious Activity Reports (SARs) received, providing clearly articulated recommendations to the MLRO and making relevant third-party disclosures.
- Conduct financial crime monitoring and Customer Due Diligence activities in line with the Risk & Compliance Oversight Plan and Risk & Compliance Oversight Manual, including:
 - Financial Sanctions
 - Politically Exposed Person's (PEPs), Special Interest Persons (SIPs)
 - High Risk Customers
 - Fraud Investigations – both internal and external, including ongoing monitoring of the control environment
 - Production Orders, Court Orders, DWP requests
- Maintain the Society's Gifts & Hospitality register and undertake regular reviews to identify any trends or concerns.
- Produce and develop management information relating to financial crime risk and report to relevant committees, including contributing to the Annual MLRO report and Annual CRO report.
- Be an involved member of the BSA Financial Crime Panel and develop relationships with industry peers to understand, prevent and manage financial crime risk

Thematic Reviews

- Identify external and internal financial crime trends and utilise these to develop and implement a plan of themed reviews with outputs used to inform the business on the management of financial crime risks.
- Produce and present accurate and insightful thematic reports with detailed findings and relevant remedial actions.
- Proactive engagement with business areas providing a bespoke advisory and support service to address identified gaps and enhance risk management

Duties and key responsibilities

Training

- Provide financial crime expertise in developing training material and e-learning content, including the delivery of workshops, role-specific training and induction training.
- Attend relevant external training courses and seminars, using outputs to inform and enhance business understanding and promoting a strong compliance culture.

Regulatory Requirements

- Proactively identify emerging areas of financial crime regulatory change relevant to the Society and engage with the business areas to inform and educate to enable effective implementation.
- Accurately complete all financial crime related regulatory returns, including REPCRM, REPO17 and BSA returns and submit these in line with the regulatory returns timetable.

Conduct Obligations

Conduct Rules

All employees and NEDs are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity
- You must act with due skill, care and diligence
- You must be open and co-operative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct
- You must act to deliver good outcomes for retail customers

Financial Crime

All employees and NEDs are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society's Anti-Money Laundering systems and controls and follow the Society's procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not 'tip off' a customer or prejudice an investigation

Person Specification

Qualifications and knowledge	• Diploma in Financial Crime Prevention (ICA), or equivalent, is desirable • CeMAP is desirable • An understanding of financial crime regulations, including wider FCA Conduct of Business Standards for Savings and Mortgages, in particular: ➤ FCA & PRA Handbook ➤ Money Laundering Regulations, including Money Laundering Directive ➤ Financial Action Task Force (FATF) ➤ Proceeds of Crime Act ➤ Serious Organised Crime and Police Act ➤ Joint Money Laundering Steering Group (JMLSG) ➤ Bribery Act ➤ Authorised Push Payment Fraud ➤ Knowledge of sanctions regulations in place by OFAC, EU, UK, UN ➤ Modern Slavery Act
Experience	• Working understanding of financial services in a Building Society or Banking environment is essential • Experience within a second line risk / compliance function is desirable • Ability in interpreting regulation • Practical experience of change delivery through projects is desirable • Proven ability to facilitate training sessions
Skills and abilities	• Strong analytical skills with ability to interpret and challenge data • Proven excellent report writing skills are essential • Sound knowledge of Word, PowerPoint, Outlook and Excel • Confident communicator in articulating issues, challenging stakeholders and reaching suitable outcomes • Able to build strong working relationships, work collaboratively and influence others
Other requirements	• Self-motivated, flexible with the ability to meet tight deadlines • Ability to work out of hours on occasions (e.g., attendance at external seminars)

