

JOB DESCRIPTION

Job Title: Compliance & Risk Manager Maanaveeya

Reporting to: Managing Director (with Functional link to OI Compliance unit)

Direct reports: SCU Manager, Investment Analyst, Legal Counsel

Result areas of the department

Ensuring compliance of the legal status of operations, and agreements of Maanaveyaa, providing legal support, monitoring and assessing social and investments compliance (2nd line), providing legal support and managing Maanaveeya's bad dept portfolio

Job purpose

The manager will be coordinating the team and its performance, ensuring agreed deliverables are realized and people in the team progress on their individual path as well as in collaborating as a team. Besides, he/she provides advice and training to the business units on compliance and risk matters, manages portfolio risk, including KYC/AML.

Result areas of the job

- This position monitors portfolio risk management, maintaining high level of compliance, adhering to KYC & AML guidelines of RBI & OI
- Providing training in the field of compliance and risk, and providing legal support
- Overseeing that investment officers adhere to KYC & AML guidelines of RBI & OI. With UBO recognition and KYC & AML guidelines getting complicated, he/she oversees that IOs get support in closing them.
- Supervising and supporting the SCU manager.
- Overseeing and monitoring a proper document flow throughout the investment process
- Provide legal advice in DD, KYC and monitoring guarantees and release of the same.
- Managing business risk of the company, developing strategies to address the existing & evolving risks and post due approval, integrating into business.
- Supervising and developing the agenda for the RCC, supporting the Credit Analyst to review RDC proposals, reviewing minutes of the meetings and monitoring follow up.

- Being a member of the Maanaveeya Management Team and working closely together with the MD and CFO.
- Depending on the circumstances the focus within the role may vary.
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Education, skills and experience

- Masters degree administrative or legal education or similar
- Minimum 8-10 years of relevant work experience with focus on compliance and risk management
- High computer literacy in general
- Fluency in English
- KYC/ CDD experience is valued

Competencies

Initiative (shared Oikocredit competency); Cooperation (shared Oikocredit competency); Organisation awareness; Accuracy; Client & Service Orientation; Written Communication; Planning and Organising.

Key responsibilities

- Overall Business Risk management
- Adhering to high compliance standards
- Guarantees quality KYC & AML (giving training and checks, support to compliance HO)
- SCU management
- Reviewing RDC proposals
- Guarantees and manage adequate document flow
- Oversees guarantees and releases
- Supports Investment officers in Legal DD (training and ad hoc support)
- Supports efforts to standardize Terms Sheets
- Develops agenda and minutes of regional committee.
- Overall Business Risk management
- Adhering to high compliance standards
- Liaises with compliance, operations and legal units