

Job Title:	AML Analyst / support resource
Department:	Credit
Location:	London office

About Canara Bank London Branch

Canara Bank London branch is one of the overseas branches of India Head Quartered Public Sector Bank – Canara Bank. Canara Bank London is authorised by the PRA and regulated by the PRA and FCA.

We invite applications from suitable candidates for the position of AML Analyst/ Support resource in Canara Bank’s London Branch.

A competitive salary will be offered and depending on qualifications and experience.

Duties & Responsibilities

General:

- Adhering to FCA’s Statement of Principles of Business and PRA’s fundamental rules.
 - Adhering to all systems, controls related to work area.
 - Maintain compliance with all policies and procedures of the Bank while discharging duties.
 - Adhering to conduct rules.
 - Always act with honesty and integrity.
 - You must act with due skill, care and diligence while discharging duties.
 - You must observe proper standards of market conduct, treat customers fairly whilst ensuring good customer outcomes.
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- To develop and maintain CDD for CBUK customers in accordance with the bank's policies, current regulatory requirements and UK best practice.
 - Review new and existing CBUK customer files for accuracy and identifying potential red flags that may indicate suspicious activity
 - Analysing customers’ transactions for evidence of money laundering, fraud, or other illegal activities
 - Draft KYC risk assessments in close cooperation with relationship managers (File custodians) as and when required with KYC/CDD account opening and review requirements
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- To assist credit team in handling advances portfolio and do connected works like preparing office notes, disbursement, calculation of drawing power, insurance policies, monitoring of account, annual Term Loan review, MTR/ CRMF, Ensuring proper maintenance of CR Files as per policy

Key Responsibility Areas

Detailed Key Responsibility Area (KRA)/ Work Allocation:

All work related to Know Your Customer (KYC) and Customer Due Diligence (CDD) analysis of new and existing CBUK accounts, this will include but not limited to:

- a) Undertake customer risk assessments.
- b) Complete and assess customer account activity reviews
- c) Assist with the completion of CBUK customer documentation review to current quality standards
- d) To provide day to day support for business areas for customer on boarding, periodic reviews and transaction monitoring
- e) Conduct investigations and analyse screening results for adverse media, negative news, sanctions and PEPs relating to new and existing customers, and recommend a course of action;
- f) Contribute to and produce Management Information as required

1. Adherence to Credit Risk Management Policy (CRM) and its full compliance while discharging duties in the Credit Department -Periodical updates of the CRM Policy.
2. To follow all the Policies and Procedures put in place in CBUK including but not limited to AML / ABC /Compliance policies, while discharging duties.
3. Ensuring timely resetting of interest rate for loan accounts in the system, sending timely Interest advice to customers, timely Checking of Interest to all allotted advances accounts and maintaining proper records like Interest checking register. Ensuring operations in the accounts of credit parties, Proper entry in CBS of transaction including SWIFT Messages wherever required, tallying with day book, properly maintaining all disbursements records.
4. File maintenance: Ensuring proper maintenance of CR Files as per policy i.e Sanction file, Review file and correspondence file for all Credit Parties. Also maintaining separate file for Stock Statements & Book Debts in case of working capital limits permitted against stock& Book debts. All e mail correspondence pertaining to loan accounts should be filed timely in respective Correspondence file.
5. Providing all the required information to for proper and error-free compilation & timely submission of all regulatory / statutory and other returns and statements (Pertaining to the credit department), including all monthly, quarterly MIS, for prompt submission to the authorities concerned (including Head Office) without giving scope for any reminders.
6. Handling of all Overdraft (OD/OCC) accounts and VSL/Term loans against the Deposits allotted. All connected works including identification & processing proposals, their sanction, disbursement and monitoring/ follow-up at branch level. Monitoring of

running limits, obtention of stock statements, ensuring stock inspection, calculation of drawing power, timely renewal of limits & monitoring. Ensuring timely submission of Branch sanctions for review by next higher authority/HO.

7. Maintenance of various registers required for maintenance of data viz. Insurance, Stock/ Book debts statements, Unit Visit/ Inspection of stocks/book debts, receipt of operating account statements wherever turnover is routed through other Banks/FIs, Interest Reset Register, Bank Fee/Charges/Commission collected/ collectable Register, Legal Expenses Paid Register, follow-up register for HO Correspondence etc..
8. Preparing the review notes to Management of Stock cum Book Debts statements, review and monitoring of turnover for the periods routed through the accounts maintained with other Banks/ FIs as per the projections (matching with VAT statements/ or any other statutory documents)
9. Providing all required information to the credit customer viz. Account statements as per the demand of the customer, Periodic Balance confirmation, Interest demand statement on due dates.
10. Serving the notices to the Credit customers wherever the dues unpaid.
11. Attending all matter related to Credit including MIS promptly and diligently.
12. To ensure correct details are posted for all transactions related to Credit in the system.
13. To ensure no outstanding entries in Nostro accounts related to Credit and all transactions are to be completed on day-to-day basis.
14. Ensuring correctness while feeding master data in system for all Term loans, ECB facilities, Syndicated loans and all accounts as per sanction terms, timely resetting of interest clause, maintaining good liaison with DIT, HO for generation of accurate statement of loan accounts, timely sending of statement of loan accounts to parties, tallying of outstanding balance with day book, mapping of interest accrued to respective loan accounts, etc.
15. Providing all the assistance in timely completion of AML file reviews of the credit parties entrusted to respective custodians.
16. To ensure feeding correct rate of interest in the system, payment as per customer instruction
17. All other works allotted from time to time by the overseeing CM/AGM/DGM and/ or Executive for realizing the corporate objective and complying with the home & host country guidelines.

Essential Skills/Basic Qualifications:

- Bachelor's Degree or Equivalent
- Previous banking experience in UK in role of KYC Analyst

To apply, please send your CV to hr london@canarabank.com

Your CV also should include your consent stating that "I have gone through the Privacy policy / GDPR mentioned on the branch website (www.canbanklondon.com) and hereby give my consent to store and process as required the personal information provided in my CV".

Only shortlisted candidates will be called for selection process/interview.

Decisions of the Canara Bank London Branch in all matters regarding eligibility and selection would be final and binding on all candidates. No representation or correspondence will be entertained by Canara Bank London Branch in this regard.

Canara Bank will require to verify all shortlisted applicants right to work in The UK

We are an equal opportunity employer and we are opposed to any form of discrimination.

Closing Date for any application to be received is 2 May 2024.

Dated: 18 April 2024

Place: Canara Bank London

