



# Example of AML Manager Job Description

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Our company is growing rapidly and is looking to fill the role of AML manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for AML manager

- Support the International Compliance team (including Senior Analysts, Supervisors, Managers and Directors) in the creation, maintenance and delivery of a risk-based compliance monitoring & testing program
  - Assist with various aspects of managing regulatory reviews, and compliance-related audits
  - Assist the International Compliance team with the production of monthly management information reports
  - Provide ad-hoc support to the International Compliance team and other relevant teams as needed
  - Perform all standard project management functions including financial planning and control, task decomposition and execution, proactive risk and issue management, project health checks, verbal and written communication to Function (Risk) and IT, vendor management and team leading
  - Regularly report progress of project status, milestones, achievements and budgetary standing in both formal
  - In conjunction with business partners, develop project business cases
  - Defines team's deliverables, content and quality metrics
  - Contribute to the risk assessment of clients and, for clients designated under the Risk Based Approach as "High Risk", escalate all H1 clients, as appropriate, to the MLRO for review and approval
  - Research and analyze background of new and existing clients
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- TQM/Six Sigma/PMI certifications a strong plus
- Understanding of the regulatory environment that defines and drives the sanctions / AML charter within the financial industry
- Proven track record leading a team
- Ability to gauge business drivers, and affect the appropriate outcome where business/profit drivers stand in conflict with regulatory/policy requirements
- Familiarity with payments / AML screening organizations, regulatory entities, industry bodies, with current and future evolutions in the payments / AML screening landscape - internationally
- Manage the financial crime communication strategy by preparing articles and managing updates to the AML intranet site