



JOB WATCH

COMPLIANCE OFFICER

Databank is the leading investment firm in Ghana. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. This leadership role has been driven by our proven investment expertise and a strong Sales and Marketing team. Databank offers investors a range of products and services that include Wealth Management, Institutional Funds Management, Pension Funds Management, Brokerage services, Corporate Finance and Research services.

Our Legal Department, which is a registered Chamber, is seeking a self-motivated and innovative person for the role of Compliance Officer to join the team.

Interested applicants should send their CV and an application letter to careers@databankgroup.com **by close of business on Monday, September 28, 2020.** The subject of your email application should be **Compliance Officer.**

Job Purpose & Summary:

Contributes to the achievement of the Firm's compliance objectives by managing development, implementation and monitoring of various processes and policies as they relate to the overarching governance framework.

Duties and Responsibilities:

- Assist with KYC/Due diligence requests
- Assist with all regulatory compliance matters including renewal of licences with the various regulatory authorities (Registrar General's Department, SEC, NPRA, Data Protection Commission, Public Procurement Authority)
- Carry out assigned administrative duties for the Legal Department

Education/Qualifications

- Bachelor's degree in Law

Skills/Competencies

- Minimum of one year working experience in office administration
- Good Microsoft Office skills
- Strong organizational and planning skills
- High sense of integrity and professional ethics
- Experience in similar role is an added advantage
- Excellent oral and written communication skills
- Highly analytical with strong attention to detail
- Proactive, co-operative and a team player

Only shortlisted applicants will be contacted.

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careers@databankgroup.com