

MANAGE BANK COMPLIANCE

UNIT CODE: BUS/OS/BF/CR/10/6/B

UNIT DESCRIPTION

This unit specifies the competencies required to manage bank compliance. It involves profiling bank customers, verifying bank compliance status, preparing regulatory reports, reporting bank performance to the board, seeking approval of bank products and services and handling interbank relationships.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function (to be stated in active)	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements (to be stated in passive voice) <i>Bold and italicized terms are elaborated in the Range</i>
1. Profile bank customers	1.1 Bank customers are classified as per the risk profile 1.2 Customers are assigned risk levels as per bank regulations 1.3 On-boarded customers are monitored as per bank policy
2. Verify bank compliance status	2.1 Bank regulators are identified as per bank policy 2.2 Bank compliance standards are identified as per regulators guideline 2.3 Bank compliance status is checked as per the regulatory standards
3. Prepare regulatory reports	3.1 Regulatory data is obtained as per bank reports 3.2 Regulatory data is analyzed as per regulatory requirement 3.3 Regulatory data is compiled as per regulatory requirement 3.4 Generate the regulatory reports as per regulatory requirements 3.5 Submit the regulatory report as per the regulatory requirements 3.6 Regulatory queries are responded to as per bank procedure 3.7 Bank compliance performance is reported to board as per bank policy
4. Seek approval of bank products and services	4.1 Bank product and services proposal are received as per bank policy 4.2 Bank product and services proposal are submitted to Central Bank as per regulatory guidelines 4.3 Amendments on tariffs are submitted to CBK as per regulatory guidelines 4.4 CBK feedback is received as per regulatory guidelines

5. Handle interbank relationships	5.1 Operations of correspondence accounts is facilitated as per bank policy 5.2 Exchange of security keys is facilitated as per counterparty agreements 5.3 International trade is facilitated as per correspondence banks guidelines 5.4 An interbank account settlement is facilitated as per regulatory and counterparty requirements.
-----------------------------------	--

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Risk levels may include but are not limited to:	<ul style="list-style-type: none"> • Mild • Moderate

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Negotiation
- Conflict resolution
- Listening
- Budgeting
- Financial management
- Problem-solving

Required Knowledge

The individual needs to demonstrate knowledge of:

- Conflict resolution and negotiation techniques
- Credit and debt recovery principles and techniques.
- Financial delegations and limits applied within organization and specific to role
- Legislative, regulatory and industry code requirements.
- Organizational credit management policies and procedures
- Stress management techniques.

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: Demonstrated ability to: 1.1 understanding of risk levels 1.2 understanding of compliance standards 1.3 understanding of regulatory requirement 1.4 understanding of prudential guidelines 1.5 understanding of international trade
2. Resource Implications	Competency may be assessed 2.1 Off the job 2.2 on the job 2.3 During industrial attachment
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Written tests 3.2 Oral questioning 3.3 Third party report 3.4 Case studies
4. Context of Assessment	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.