

## Job Advert Details

Why join us?

Risk and Compliance is a Second Line of Defence (LOD) function, responsible for reviewing and challenging the activities of the Group's businesses (also referred to as "the First LOD") to ensure that they effectively manage as "Risk Owners" the risks inherent in or arising from the conduct of their activities and for which they are responsible. The Second LOD consists of 'Risk Stewards' who are independent of the commercial risk-taking activities undertaken by the First LOD. The Risk and Compliance function is a Risk Steward for a number of financial and non-financial risks in accordance with HSBC Group's risk framework.

The Opportunity:

Responsible for conducting investigations concerning accounts/transactions where potential financial crime risk has been identified by the Dynamic Risk Assessment (DRA) platform and, where necessary, referring and/or escalating such cases in accordance with the Investigative Reporting Procedures for regulatory decisions and filing and appropriate internal referrals for action. Colleagues in the GCB7 DRA Investigator role will be expected to work the less complex cases and risk typologies.

What you'll do:

Responsible for conducting effective and timely investigation into assigned cases in accordance with agreed standard reporting requirements and service level agreements. Subject to completion of training and accreditation, these cases may include:

- Escalated cases from Dynamic Risk Assessment transaction monitoring system.
- Unusual activity reports from various parts of the bank as well as other HSBC entities as applicable, including other business lines and functions.
- Escalated cases identified by true matches to screening lists escalated from Name Screening teams.

Principal Accountabilities: key activities and decision-making areas.

- Responsible for conducting effective and timely investigation into assigned cases in accordance with agreed standard reporting requirements and service level agreements. Subject to completion of training and accreditation.
- On receipt of a referral, conduct a review, in line with the instructions, to identify any probable financial crime related issues, or mitigation of any financial crime risks.
- Responsible for writing a high-quality investigative narrative (Investigation Report) and to record the case history, with supporting findings, in an approved case management system.
- During or at the end of each investigation, review recommendations should be made, which may include referral to the MLRO as to whether a Suspicious Activity Report (SAR) should be filed or not. In consultation with the respective Manager, escalate investigations to appropriate other teams for co-ordination and further review as required (Sanctions, ABC, Major Investigations, etc).
- In consultation with the respective Manager, where appropriate, interact with relevant stakeholders, including Complex and Major Investigations, and Customer Selection Exit Management (CSEM) Secretariat to manage financial crime risk.
- Assess the quality of Know Your Customer (KYC) information and processes as part of investigation, and where appropriate, refer actions any issues to the appropriate function.
- In consultation with the respective Manager, provide information on completed investigations to Senior Management and other internal stakeholders for risk management, where appropriate.
- Ensure appropriate pro-active use of media reports and relevant websites to gather intelligence and identify customers of HSBC involved in financial crime, including money laundering and terrorism.
- Produce a high-quality case file including a comprehensive narrative and recommendation as to whether a SAR is appropriate with onward escalation for disclosure to the relevant authorities in accordance with procedural standards.
- Identify appropriate referrals for action and effecting of such in accordance with procedural standards.
- Process a proportionate number of investigations to the agreed procedural standards required and within agreed service level agreements.
- Ensure appropriate consideration given to each case as to content and quality of content/narrative.
- Deal with enquiries from colleagues of other HSBC business areas in a professional, responsive manner, giving them appropriate guidance, referring to management where necessary.
- Deal with external enquiries, if required, in a professional manner, providing appropriate information, referring to management, where necessary.
- Ensure compliance with Regulatory, Bank Policy and Principles. Maintain records, and update case histories.
- Work closely with respective Manager to develop personal capability.
- Work effectively and professionally with colleagues across Investigations and the organization.

## Qualifications

What you will need to succeed in the role:

- Universal banking experience across Retail, Commercial and Banking and Markets
- Money Laundering investigations experience including understanding transaction monitoring scenarios.
- Familiarity and experience with transaction monitoring and associated systems and case management systems (Universal Case Management (UCM))
- Experience with banking core customer data management systems (i.e., HUB)
- Experience of identifying activity indicative of financial crime risk, i.e., money laundering, terrorist financing, etc. risk
- Experience in undertaking investigations/analysis into customer activity with the ability to draw inferences from noted behaviour, including transactional profile, against expectation established from KYC/CDD data.
- Experience in writing reports
- Proven high quality spoken and written communication skills with the ability to draft reports and communicate conclusions effectively, in a clear, concise, and professional manner.
- Consistently achieve objectives set and take action to improve own performance.
- Strong organisational skills
- Collaborative working style with colleagues and broader stakeholders within a cross-border and LoB matrix

What additional skills will be good to have?

- ACAMS or International Compliance Association (ICA) certificate/diploma, or equivalent qualifications

Want to apply?

- You must have successfully completed the probation period and should have served at least 18 months in your current position in addition to the learning curve tenure.
- Exceptions to the above need to be signed off by Head of HR with the recommendation of the respective VP/Function Head.
- Applications of candidates who do not adhere to guidelines during any technical assessment that is conducted as part of the selection process will be disqualified and not progressed thereon.
- The application should be submitted online along with the current CV.
- Employees must meet performance and behavioural standards as defined in the policy.
- Applicant should not be on a corrective action plan/ disciplinary action in the last 6 months or any other performance action as on the date of application and the time of selection.
- All applicants should keep their respective Line Managers informed.
- Right to work is required. Local employment rulings and restrictions will apply.
- Applicants who meet the required minimum score at the interview may be placed in a pipeline for a period of 3 months to fill any vacancies which may arise for the same position during the immediate 3 months from the IJP closure date. The final decision to place an individual in the pipeline rest with the business head concerned.
- Candidates who have applied for the same or similar position within the last 6 months and not been successful at the interview will not be eligible to re-apply.