
JOB DESCRIPTION

Job Title: Financial Intelligence Assistant Manager

Grade: D

Department: CAF Bank

Main purpose of job:

Accountability for the day to day running of the KYC and Fraud Teams within CAF Bank assessing productivity, processes and working alongside the Financial Intelligence Manager. To be a Subject Matter Expert on all KYC/AML/Fraud matters across CAF Bank ensuring relevant processes are kept up to date and implemented according to the relevant internal and external guidelines, policies and procedures, and legal and regulatory framework.

Responsible to: Financial Intelligence Manager

Budgetary responsibilities: None

Responsible for (staff/jobs): Direct line management of a team of Financial Intelligence Analysts and Administrators

Key Job Responsibilities:

- Provide directed leadership and rigorous oversight over the work of the team alongside the FI Manager, ensuring that the work is accurate, and performed in a timely fashion, managing day to day prioritisation for the team
- Take responsibility alongside the FI Manager for identifying resource requirements and allocating available headcount to ensure work is completed within agreed timescales and meets the required quality standard
- Support and develop the KYC and Fraud team members, carrying out regular one to one's with direct reports
- To be a Subject Matter Expert on KYC/AML/Fraud related issues
- Assist in the design/build and implementation of a financial crime (i.e. anti-money laundering, anti-fraud, combating terrorist financing and anti-bribery and corruption) programme to monitor KYC and Fraud across CAF Bank
- Identify any potential KYC/AML/Fraud risks in the Bank and report the findings to the High-Risk Customer Committee (HRCC) when necessary
- Make practical and acceptable recommendations where systems and procedures are in need of enhancing to counter the risk of financial crime

- Assist in ensuring a robust Quality Control framework is in place for the management of all KYC/AML/Fraud activity, including enhancement and modification to cater for any changes in regulation or policy
- Assist in maintaining standards ensuring all KYC/AML activity is executed in line with regulatory requirements and CAF Bank/AML and Sanctions policies. Ensuring evidence is recorded and filed as required by the relevant processes, procedures and standards required to meet legal and regulatory money laundering identification obligations
- Advise and guide the HRCC members, made up of members of the bank executive team in the management of AML, CTF and KYC issues and present and make recommendations for on-boarding new high-risk clients to the HRCC
- Take responsibility for ensuring regular reviews of clients are carried out in a timely manner in line with AML manual requirements
- To be the escalation point for the KYC/Operations on-boarding team to ensure clients are on-boarded following full due diligence
- Identify and execute process improvements and provide support on key process and technology initiatives
- Challenge existing systems and processes, looking for enhancements and efficiencies where possible and update process and procedures documentation as required
- Drive a conduct culture through the Financial Intelligence Team and through the Bank, ensuring the right customer outcomes
- Support incident management including incident reporting, preparation of Incident report and participant in incident meetings.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Job Description dated: July 2025

PERSON SPECIFICATION

Job title: Financial Intelligence Assistant Manager

Date: July 2025

Attributes *	Essential ✓	Desirable ✓	How Evidenced ⁺
Experience <ul style="list-style-type: none"> Significant and extensive experience in a Financial Crime role covering CDD/EDD/KYC/Fraud Previous banking experience essential; ideally in a retail or corporate banking environment. Experience in direct line management, managing teams in a high-pressure environment 	✓ ✓ ✓		A/C A/C A/C
Qualifications <ul style="list-style-type: none"> Professionally qualified to diploma level e.g. ICA Anti-Money Laundering diploma or equivalent (or commitment to study) Relevant Team leading/management training qualification 		✓ ✓	A/E A/E
Training <ul style="list-style-type: none"> Extensive training in AML & CTF Relevant Team leading/management training Handling complaints or difficult situations Presentation skills 	✓ ✓ ✓ ✓		A/C A/C A/C A/C
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> Extensive AML & CTF knowledge Good knowledge of Joint Money Laundering Steering Group Guidance Notes & the Money Laundering Regulations as they relate to KYC Experience in UK Know Your Customer requirements including customer identification program, customer due diligence and enhanced due diligence Knowledge of applications used for PEP/sanctions screening Knowledge of prevention of terrorist financing Analytical, problem solving and an ability to find and implement effective solutions Workflow management Organisational skills Process design Team management Coaching skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T A/C/T

Communication <ul style="list-style-type: none"> • Ability to communicate to all levels including senior management, key stakeholders and regulators • Presentation skills (written & oral) to a wide audience • Strong verbal and written communication skills with experience of conflict resolution • Excellent listening skills • Approachable 	✓ ✓ ✓ ✓	✓	A/C A/C A/C A/C A/C
Personal Qualities <ul style="list-style-type: none"> • Ability to deal with and manage change effectively • Ability to work in a diverse and pressured environment • Flexible • Proactive • Personal drive to exceed targets • Demonstrate a positive attitude with ability to motivate self and develop client relationships • Team worker • Problem solver 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C A/C A/C A/C A/C A/C A/C A/C
Special Conditions <ul style="list-style-type: none"> • Willing and able to work flexibly regarding working hours as and when required, to meet business demands 	✓		C
Prior to Appointment All posts: <ul style="list-style-type: none"> • Credit Check • Basic DBS Check • Employment References • Medical Clearance • Dow Jones • Right to Work in the UK 	✓ ✓ ✓ ✓ ✓ ✓		R/E R/E R/E R/E R/E R/E

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment