JOB DESCRIPTION

Job Title: Senior Manager, Economic Crime Compliance

Grade: E

Department: Economic Crime, Governance

Responsible to: Head of Economic Crime

Budgetary responsibilities: N/A

Responsible for: Economic Crime Officer

Main purpose of job:

The Senior Manager has responsibility for implementing and maintaining an effective Economic Crime Compliance Framework across CAF business areas. This includes leading on the Economic Crime Risk Assessment as well as drafting and development of policies, standards and guidance. The role holder will act as a focal point for activity within the organisation relating to Economic Crime Risk.

Key Job Responsibilities:

Oversight of Risk Assessments and Risk Appetite
- Undertake annual Economic Crime Risk Assessment.
- Be subject matter expert (SME) on Economic Crime risks relevant to CAF.
- Draft Risk Appetite Statements including relevant metrics.
- Use Risk Assessment to support enhancement of systems and controls.

Policies and Standards
- Responsible for drafting and developing Economic Crime Policies, Standards, Guidance and 2nd Line Process documents.
- Act as SME and point of contact for policy and standards.

Escalations and Referrals
- Lead on management of MLRO Inbox.
- Conduct reviews of high-risk customers, transactions, activities.
- Act as point of contact for escalations and referrals from business.
- Escalate to MLRO/DMLRO as appropriate.

Country Risk Profile
- Manage the Country Risk Profile and its use across business areas.

Horizon scanning

- Undertake Economic Crime horizon scanning and ensure entities and relevant employees remain up to date with relevant regulatory and/or law enforcement developments.
- Make appropriate recommendations to business to enhance systems and controls.

Risk Events
- Support the reporting of material Economic Crime Risk Events and escalation to relevant parties, including making appropriate recommendations as necessary.

Reporting and Recommendations
- Support preparation of annual MLRO report.
- Support the drafting of relevant reports/submissions Executives and Trustees including recommendations to enhance risk assessment.
- Produce regular management information (KRIs) for reporting.

Training and Awareness
- Develop and deliver relevant Economic Crime training for 1st and 2nd line teams to complement learning management system mandatory training.

Line management
- Line managing staff, with particular focus on developing junior team members through regular feedback, mentoring, and creating development opportunities

Other
- Completion of incoming Due Diligence Questionnaires.
- Collaboration with internal teams to ensure a coordinated approach to Economic Crime prevention.
- Support Head of Economic Crime as necessary.

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.

Date: December 2025

PERSON SPECIFICATION

Job title: Senior Manager, Economic Crime

Dated: November 2025

Attributes	Essential ✔	Desirable ✔	How Evidenced
Experience Significant compliance experience in a financial services or regulated charity environment Proven experience in economic crime compliance, including AML, sanctions, and fraud prevention Experience line managing direct reports, including conducting performance reviews and managing attendance	✔	✔ ✔	A/C
Qualifications Holds a relevant professional qualification in financial crime (e.g., ICA Diploma in AML, ACAMS CAMS certification, or equivalent)	✔		A/E
Training Attendance at relevant professional forums / seminars / workshop Evidence of continuous professional development in economic crime	✔	✔	A/C/E
Specialist Skills/ Ability/Knowledge A strong understanding of • Financial crime regulations and procedures • Current FCA, FATF and JMLSG initiatives • Compliance planning and monitoring • NCA reporting requirements Compliance reporting and corporate governanceAbility to use standard word processing software (eg Word, Excel and Powerpoint) Problem-solving abilities Decision-making under pressure Influencing skills Ability to challenge senior management Coaching and mentoring skills with ability to develop junior staff capabilities	✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔	✔	A/C/T
Communication Ability to communicate effectively with senior staff members Ability to write accurate, clear and concise reports. Ability to explain complex regulatory requirements in accessible terms Good English language skills (including English grammar)	✔ ✔ ✔ ✔		A/C/T
Personal Qualities Ability to fit with the other team members Proactive approach to work Strong attention to detail with commitment to accuracy	✔ ✔ ✔		A/C
Special Conditions Need to be prepared to travel as some compliance	✔		C

monitoring will take place in other offices			
Prior to Appointment For all posts: • Credit Check • Dow Jones Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK For FCA approved posts: • Standard DBS	✔ ✔ ✔ ✔ ✔ ✔ ✔		R/E

Key

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