

We are Hiring  
**Manager/Assistant  
Manager Compliance**



**Qualification & Skills**

Bachelors / Masters  
Proficiency in MS Office, AML/CFT/PF Regulations, Vision Max Backoffice System, THIMS, and SECP Leap portal, is preferred

**Experience**

3-5 Years relevant experience

**Location**

1<sup>st</sup> Floor GPC-2, Block-V, Kehkashan Clifton, Karahi

**Compensation**

Market Competitive Compensation Package

**Main Responsibilities**

This is a full-time position for a Manager/Assistant Manager in Compliance. The role involve reporting directly to the Head of Compliance ensuring robust oversight and adhere standards within the organization:

- To review account opening forms and ensure AML/CFT compliance.
- To assist in development, initiation, maintenance, and revision policies and procedures.
- To monitor the transactions of all customers.
- To screen Consolidated UNSC and NACTA Proscribed Persons/Entities.
- FATCA and CRS Reporting
- Fortnightly/ Monthly/Quarterly/Half Yearly and Annual reporting to Regulators.
- To perform Due Diligence and Enhanced Due Diligence of Customers.

**How to Apply**

Share updated CV by 26th April 2024 at [info@hmfs.com.pk](mailto:info@hmfs.com.pk)