

SENIOR DEPUTY MANAGER – REGULATORY COMPLIANCE BUSINESS ADVISORY

The key responsibilities encompass managing Compliance Risk by providing advisory services to the stakeholders of the bank on regulatory requirements, developing, implementing and validating regulatory processes, implementing the corporate governance framework of the bank and carrying out monitoring to determine level of compliance and the Compliance risk management system.

THE JOB

- Draft clear, practical guidance notes or internal advisories for business units on how to comply with specific regulatory requirements.
- Prepare draft responses to queries from business units and branches, ensuring consistency with CBSL guidelines.
- Escalate complex cases to Compliance Officer/ Regulatory Compliance Lead for final advice.
- Act as first point of contact for day to day regulatory queries from front line teams and assist front line with queries raised in respect of prevailing regulations in an effective and efficient and timely manner.
- Liaise with Department of Foreign Exchange, CBSL and other CBSL departments for any advisory related assistance.
- Assist in stakeholder discussions in relation to Compliance advisory.
- Provide assistance in relation to Supervisory Examination / Internal Audit on a need basis.
- Monitoring regulatory updates, interpreting their implications, implementing necessary changes in policies and procedures and ensuring on going adherence to regulatory requirements.
- Support Team Leader RC in ensuring that Policies and Processes are in place to comply with regulatory framework that the Bank is subject to from time to time.
- Support Compliance Officer to ensure that Regulations issued by CBSL from time to time are circulated to the relevant Departments and drafting explanatory notes and internal circulars where necessary.
- Provide assistance in reviewing of new Product Program Guides and Policies to ensure that they are in line with compliance requirements.
- Assist the Related Part Monitoring Activities on a need basis.
- Prepare and submit regulatory reports to various board sub committees as and when required.
- Stay updated on and track relevant laws, regulations, CBSL circulars, FIU directives and other regulatory updates including changes in regulations and communicate to relevant stakeholders.
- Analyze new or revised regulatory requirements and prepare initial impact assessments for the Regulatory Compliance Lead's / Compliance Officer's review.
- Maintain a tracker of open, closed and pending advisory matters.
- Carryout checks on the regulators websites to see if new regulations have been issued.
- Assist in implementing the Corporate Governance Framework of the Bank and carrying out monitoring to determine level of Compliance.
- Assisting in provision of services in relation to Governance Reporting.
- Support the Compliance officer for staff training / awareness programs and developing training aids.

THE PERSON

- Possesses 10 + years of experience in regulatory compliance within the financial services industry, including expertise in international operations/remittances.
- Professional/part qualification in Banking, Finance and/or Compliance or any other discipline and Certification in compliance will be an added advantage.
- Possesses Knowledge on financial regulations including Foreign Exchange, AML, KYC and familiarity in financial systems.
- Proficiency in spoken and written communication in English. Strong report writing skills to articulate compliance matters clearly and concisely to stakeholders.
- Excellent problem-solving skills, Analytical Skills with Excel data base management techniques.
- Ability to work to deadlines, under pressure.
- Strong organizational skills to manage the systemic identification, interpretation and integration of the regulatory universe.

Position is at Senior Deputy Manager Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 17th December 2025.

We will correspond only with the shortlisted applicants

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Vice President Human Resources