

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - FINANCIAL CRIME COMPLIANCE EXECUTIVE				
Sector	Financial Services			
Track	Risk, Compliance and Legal			
Occupation	Financial Crime Compliance Officer			
Job Role	Financial Crime Compliance Executive			
Job Role Description	The Financial Crime Compliance Executive is responsible for executing financial crime risk management and regulatory compliance activities according to policies. He/She supports the implementation and maintenance of Financial Crime Compliance (FCC) controls, including taking responsibility for collaborating with various stakeholders to conduct regular monitoring of financial crime indicators. He supports the execution of corrective actions to address compliance breaches. He also supports the production of regulatory submission materials to meet reporting needs.			
	The Financial Crime Compliance Executive's duties may require him to be contactable after office hours. He is capable of meeting deadlines in a fast-paced work environment and can balance various priorities. He is analytical and a pragmatic problem-solver and demonstrates a working knowledge of FCC subject matter.			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Manage financial crime-related risk governance frameworks	Execute Financial Crime Compliance (FCC) management actions based on defined strategies, policies and frameworks		
		Identify and highlight the latest financial crimes, sanctions-related industry trends and regulatory requirements which may impact organisational policies and frameworks		
		Maintain and document financial crime and sanction-related policies, processes and procedures		
		Identify possible gaps in systems architecture used to support FCC management		
	Guide compliance with financial crime legislations, rules and regulations	Support business units in implementing FCC monitoring and controls in daily operations		
		Track the practice and implementation of FCC policies against defined success indicators		
		Address FCC-related queries from business units and escalate to relevant parties		
		Develop FCC training material and educational resources for employees		
		Identify new or changing legislation on FCC which may impact the daily operations of the organisation		
	Identify and track financial crime risks	Support the conduct of financial crime risk assessment activities		
		Collaborate with monitoring and surveillance teams to identify irregular activities and highlight risk of sanctions		
		Utilise financial crime models and data analytical tools to identify potential financial crime situations		
		Monitor and document activities on high-risk accounts		
		Identify and highlight emerging financial crime trends and practices from across the industry		
	Oversee financial crime incident investigations and incident management	Propose refinements to policies and procedures as part of the organisation's investigative framework		
		Identify financial crime incidents required for investigations and provide necessary support for the investigation		
		Identify, report and conduct routine analysis on flagged alert indicators and/or escalations from the first line of defence		
		Implement incident management and remediation activities following financial crime investigations		
	Oversee the production of regulatory submission material	Draft compliance-related reports for regulatory submissions and audit requests		
Gather, analyse and interpret trade and transaction activity information for compliance reporting				
Ensure timely and accurate maintenance of financial compliance activity and risk management-related information				
Coordinate timely responses to regulators				
	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Compliance Mindset Development	Level 3	Communication	Basic
	Customer Acceptance Checking and Onboarding	Level 3	Problem Solving	Basic
	Data Analytics and Computational Modelling	Level 3	Teamwork	Basic

Skills and Competencies	Data Collection and Analysis	Level 3	Lifelong Learning	Basic
	Data Storytelling and Visualisation	Level 3	Sense Making	Basic
	Ethical Culture	Level 3		
	Monitoring and Surveillance	Level 3		
	Policy Implementation and Revision	Level 3		
	Regulatory and Legal Advisory	Level 3		
	Regulatory Compliance	Level 3		
	Risk and Compliance Reporting	Level 4		
	Risk Management	Level 3		
	Stakeholder Management	Level 3		
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.