

# ARE YOU THE ONE? We are looking for

## Assistant Manager - Legal and Compliance

If you are the one, send your CV  
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## Assistant Manager - Legal and Compliance

### ❖ Job Role

- To update about all the relevant Laws & Regulations affecting the business.
- To educate and train the necessary personnel in the office regarding the application of the above laws & regulations.
- To ensure that the relevant personnel in the office work in compliance with the above laws & regulations.
- To ensure that all the relevant guidelines/procedures & manuals are updated accordingly from time to time.
- To ensure that the relevant filing/returns/documents are submitted to the relevant regulatory authorities within the specified time limits
- Develop and implement a comprehensive employee due diligence and screening procedure for all employees whether permanent, contractual or outsourced Complied with guidelines on Anti Money Laundering programmes.
- To ensure that the relevant personnel in the office are in compliance with the Know Your Customer (KYC) and Customer Due Diligence (CDD).
- Design and implement suitable training programmes for relevant employees including Board of Directors, in order to effectively implement the Act and any regulation made thereunder (*FINANCIAL TRANSACTIONS REPORTING ACT, No. 6 OF 2006*) and internal policies and procedures relating to Anti Money Laundering (AML) and Countering the Financing of Terrorism (CFT).
- Assess the effectiveness of the Insurer's internal policies, procedures and controls and its compliance with the Act and any regulation made thereunder (*FINANCIAL TRANSACTIONS REPORTING ACT, No. 6 OF 2006*)

### ❖ Qualifications

- Should be an Attorney at Law
- A bachelor's degree qualification in Insurance & Risk Management/ Administration/Business Management/Accounting would be an additional qualification.
- Minimum of 05 years of experience in a Similar Capacity
- Excellent command in written and spoken in both English and Sinhala
- Computer Literacy including proficiency in all MS Office packages
- Age preferably above 30 years

If you think that you're fit for the above position, please forward us your CV along with the contact details of two non-related referees to the address given below or to [careers@sicl.lk](mailto:careers@sicl.lk) within 14 days of this advertisement.