

FUTABA Microfinance Plc. is officially received license by National Bank of Cambodia (NBC) on December 16, 2015 and has started operation on January, 2016 by receiving success and rapid growing. Frankly, **FUTABA** has expanded 3 more operation areas in the third quarter of 2016. We are now looking for the qualified candidates to fill the position as the following:

Positions	Amount	Work Place	Work Area
Legal and Compliance Officer	01	Head Quarter	Phnom Penh

▶ Roles & Responsibilities	▶ Requirement
<ul style="list-style-type: none"> - Developing and refining existing policy and operating manual and procedure of Legal and Compliance and propose to supervisor; - Regularly compile and update the applicable Cambodia's laws and regulations by various relevant government bodies that needs to ensure compliance in its business operations; - Work closely with branches, and relevant departments related to legal counseling and resolve any complaints that might be needed in terms of legal assistance from time to time; - Ensuring all related legal and regulatory requirement are met, and the process of running on the modifying institution information or registering with the relevant ministries; - Provides for training on legal aspects and its policy and procedure to all staffs and branches. - Develop, review, and update various business contracts within institution as such employment, partnership, loan, collateral/mortgage, and funding contracts and MoU. - Perform compliance tasks as acquire or new NBC licensing and registration with various government bodies as taxation agencies, ministry of commerce, ministry of labor, and ministry of economies and finance as well as the concerned local authorities; - Responsible for ensuring the proper compliance with relevant laws, regulation, circulation and directives of the country and the bank by coordinating with relevant divisions/ departments and branch within the FUTABA Microfinance Plc. and providing the recommendations for proper implementation within the bank on the timely basis; - Act as focal person and ensure good relationship between various concerned government bodies; 	<ul style="list-style-type: none"> - Education : Bachelor in Law, Business Administration, Banking and Finance Management, Economics, or related fields; - Experience : 2 years of years, experiences in banking or microfinance industry, and at least 1 year experiences in anti-money laundering and combating the financing of terrorism that related to banking and microfinance; - Knowledge as general legality, risk management, internal control, administrative management, civil law, criminal law, enterprise law, contract law, labor law and corporate governance; - Language – be proficiency in English: listening, speaking, reading, and writing; - Computer literacy – MS office, internet, e-mail; - Have a good interpersonal and communication skill, team work, independent, and confidentiality; - Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.

- Monitors compliance with the internal policies, procedures and guidelines relating to compliance, including testing and checking the functionality, efficiency and adherence of established policies;
- Liaises and coordinates with internal and external functions in matters of compliance and managing compliance risks.
- Developing and refining existing policy and operating manual and procedure to comply with the law on AML/CFT, Identification and Reporting on U.S Reportable Accounts of FATCA, and Combating Proliferation Financing and propose to supervisor;
- Updating and managing of FUTABA's Sanction List and distribute it to all branches and relevant departments on time;
- Come up with the appropriate AML/CFT procedures including customer acceptance policy, customer due diligence, record keeping, on-going monitoring, reporting of suspicious transactions and combating the financing of terrorisms are implementing effectively;
- Coordinate for undertaking risk assessment on ML/TF within FUTABA once every two years and report to CFIU (NBC) or as requirement from relevant competent authorities;
- Develop the preparation of Cash Transaction Report (CTR) and Suspicious Transaction Report (STR) correctly as determined by NBC and report to CFIU accurate, properly and on time;
- Oversee the channel of communication from the respective employees to the compliance officer is secured and that any information is kept confidential;
- Provide comment on the sufficiency of documents for account opening, and other services required by the operating manual and procedure, ensuring the documents retained at FUTABA are able to support any need and to be legally used;
- Coordinate to provide the training to all employees are aware of AML/CFT/CPF measures including policies, control mechanisms and channels of reports to ensure the effectiveness of such measures;
- Onsite visitation to all branches and customers' home and business location to check the implementation of AML/CFT/CPF work whether they compliance with the policy and procedure;
- Be responsible for the identification of money laundering and financing of terrorism risks associated with new products or services or arising from the reporting entity's operational changes, including the introduction of new technology and processes;

- Closely monitoring and Overseeing AML stamp checking required on related products-services or required by policy or procedure to ensure those transactions are irrelevant to ML/FT;
- Coordinate to ensure readiness of each BoD and BoD's Committee meeting of all materials meeting;
- Properly arrange and file the legality and business documents within FUTABA in soft and hard file;
- Work with concern departments and units to schedule and coordinate appointments, meetings and events with officers from government institutions as necessary;
- Complete the reports which requires inputs from all concerned management for BoD and Management Team meeting;
- To translate any documents as requirement by company relevant BoDs, Shareholders and government institutions;
- Prepare its monthly achievement report to supervisor;
- Perform other tasks and job assignments that might be assigned by the supervisor from time to time or related to secretary aspect.

► **FUTABA Microfinance Plc. provides Salary and others benefits as bellow:**

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| 1. Basic salary with high competitive | 5. 24 hours insurance covered staff safety |
| 2. Khmer New Year Bonus 100% of Basic Salary | 6. Staff wedding package |
| 3. Pchum Ben Ceremony Bonus 100% of Basic Salary | 7. Staff Loan |
| 4. Health insurance covered staff and their families
(Spouse & 2 Kids) | 8. Staff Uniform |
| | 9. Other Benefits |

❖ **How to Apply:** Candidates who are interested to work with **FUTABA Microfinance Plc**, please submit your CV, cover letter, 4x6 of photo, family book copy, and other identification apply via **FUTABA**' Office or by mail to: Recruitment@futabamfi.com.kh (Human Resource and Recruitment Department).

❖ Please indicate your expected salary.

❖ **Closing Date:** May 31st, 2025 at 5:00 pm (First candidate is encouraged).

❖ **For more information:**

Please contact to HR department via: **070 479 333** or visit our website: www.futabamfi.com.kh or Facebook: **Futaba Microfinance Plc.**

(Candidates who has applied for a job can't withdraw applications)