



A Subsidiary of Access Bank Plc.

JOB PROFILE

Position Title:	Team Lead, Head Office Compliance
Available position/s:	1
Division:	Risk
Location:	Head Office
Reporting to:	Head, Compliance

Position Scope:

The role holder will be responsible for leading and coordinating compliance oversight for all Head Office functions, ensuring adherence to regulatory requirements, internal policies, and ethical standards. The role supports the bank's integrity and risk management posture by embedding a strong compliance culture across departments such as Finance, Marketing, HR, Legal, Audit, and others.

Key Responsibilities:

- Provide compliance guidance to all Head Office departments on regulatory and internal policy matters.
- Monitor and assess compliance risks across functions such as Finance, HR, Legal, Marketing, Operations, ICT, etc.
- Review and approve departmental policies and procedures for regulatory alignment.
- Lead thematic compliance reviews and risk assessments across Head Office units.
- Liaise with regulators on compliance matters affecting Head Office operations.
- Ensure timely and accurate regulatory reporting from relevant departments.
- Track and communicate how regulatory changes impact on Head Office functions.
- Design and deliver tailored compliance training for Head Office teams.
- Promote awareness of AML/CFT, data privacy, ethics, and governance.
- Conduct compliance monitoring, investigations, and recommend corrective actions.
- Support development and periodic review of policies to align with best practices and regulations.
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Knowledge, Skills & Experience:

- Bachelor's Degree in law, Finance, Banking, Business Administration, or related field from a recognized institution. Master's degree is an added advantage.

- Recognized professional certification such as CAMS, ICA CFA, CIS, ACCA, ACA, FRM CFP, CFE, ACAMS, CPAK, IT Certifications, etc.
- Minimum 8–10 years in compliance, audit, or risk management, with at least 3 years in a leadership role.
- Strong understanding of Kenyan banking regulations and corporate governance.
- Experience in managing compliance monitoring or assurance functions is preferred.
- Banking Operations (Domestic & International Operations)
- Knowledge in Accounting & Credit Analysis / Appraisal
- Environmental / Industry Analysis
- Risk Management
- Operational risk
- Investment / Portfolio Management
- Assets & Liabilities Management
- Accounting principles and GL structures
- Proficiency in Excel and financial systems
- IFRS and regulatory reporting standards
- Financial analysis / interpretation
- Knowledge of eCDD systems and global KYC requirements
- Knowledge of AML/CFT/CPF & consumer protection
- Expertise in AML/CFT and sanctions compliance
- Leadership experience
- Strong analytical and investigative skills
- Coaching /Leadership / Influencing
- Strong analytical and investigative skills
- Excellent written and verbal communication, presentations skills and team player.
- Discretion in handling confidential information
- Collaboration: forms business partnerships that help drive the Bank's Assurance agenda.
- Good knowledge of Banking laws and regulations
- Stakeholder Management

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: Recruitment@nationalbank.co.ke by **Friday, 1st May 2026**
- Indicate Name & Job Reference **No. NBK/Risk/04/2026 on email subject.**
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.