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| **Entitee :**  | China Construction Bank (Europe) SA Hungary Branch  |
| **Job Title:**  | Head of Compliance  |
| **Location:** | Budapest |
| **Reports to:** | Double reporting line:General Manager of CCB HUChief Compliance Officer of CCB EU |
| **Subordinates:** | Compliance Manager and Compliance officer |
| **Division/Department:** | Compliance |
| **Type of position:** | Full-time |
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| **General Description:**The Head of Compliance is also Money Laundering Reporting Officer and coordinates all activities related to compliance issues and represents the branch in relation to all Compliance matters |
| **Main Duties and Responsibilities:*** To ensure Bank activities in Hungary are organized and executed in accordance with the requirements of the applicable regulatory framework, professional and ethical standards, as well as with the instructions, policies and procedures of CCB EU and indirectly CCB HO;
* **Policies and Procedures.** To ensure timely local customization and implementation of policies, procedures, guidelines and other internal rules of CCB EU;
* **Risk assessment.** Ensure timely execution of Compliance risk assessments as per methodologies provided by CCB EU;
* **Compliance Monitoring**. Ensure complete and timely implementation (including local customization) and execution of Compliance Monitoring Plan of CCB EU.
* **Compliance Advice.** To keep all governing bodies and businesses informed of the Compliance-related topics and regulatory changes in the jurisdiction and provide them with guidance on the interpretation and application of the requirements. Actively support and advise the Business and Senior Management on the relevant Regulatory developments and requirements based on the Regulatory watch;
* **Compliance reporting**. Timely preparation and presentation of Compliance reports including contribution to Quarterly Integrated Compliance reporting, monthly reporting of Compliance management information and local reports including committees participations when necessary;
* **Trainings**. Ensure the timely implementation of CCB EU Compliance training programme
* Day to day oversight of Compliance personnel based in this Line of Business;
* Maintain an appropriate compliance culture including the development of specialized training programs and provide educational trainings on Compliance-related subjects;
* To work in conjunction with Risk and other functions as appropriate to achieve the objectives of the Compliance function, notwithstanding existing primary responsibilities allocated to each function;
* To identify / receive / record / follow-up regulatory breaches, compliance-related incidents & compliance-related complaints and advise on relevant actions to avoid re-occurrence;
* Data processing. Act as a local data Protection coordinator, supporting Data Protection office of CCB EU in all data protection matters including contacts with local authorities.
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| **Qualifications:*** Master’s degree in Law, Finance, Audit or Internal control
* Additional certification is a valuable asset
* At least 10 years of experience in a similar position in a commercial bank dealing with corporate and institutional clients
* Sound knowledge of the Hungarian regulation and CSSF Circulars
* Fluency in English and Hungarian
* Relationship management skills, consulting skills, Excellent negotiation and influence skills, especially at senior organizational levels, natural leadership, organised, prioritizing skills
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