

VACANCY FOR:

COMPLIANCE ASSOCIATE

REPORTS TO: Head of Compliance

ENGAGEMENT PERIOD: Full Time

JOB SUMMARY The Compliance Associate supports the effective implementation of InfraCredit’s Compliance Framework by ensuring adherence to applicable laws, regulations, internal policies, and industry standards. The role is responsible for conducting compliance monitoring, managing regulatory reporting obligations, supporting enterprise-wide compliance initiatives, and advising on compliance risks across business activities. The Senior Associate will also play a key role in embedding a strong compliance culture across the organisation.



SCOPE OF WORK

The associate will be responsible for but not be limited to the following:

Regulatory Compliance & Reporting

- Monitor and track compliance with all regulatory obligations applicable to InfraCredit.
- Prepare and submit accurate regulatory filings, monthly/quarterly/annual reports, and responses to regulatory requests within stipulated timelines.
- Maintain an updated regulatory universe and track changes in relevant laws, regulations, standards, and guidelines.
- Support regulatory examinations, inspections, and audits, including coordination of responses to regulators.

Compliance Monitoring & Controls

- Assist in designing and executing the annual Compliance Monitoring Plan.
- Conduct periodic compliance reviews and testing to assess adherence to policies, procedures, and controls.
- Document findings, provide recommendations, and track remediation activities to closure.
- Conduct compliance risk assessments and support enterprise risk management processes.

Policy Governance & Advisory

- Support the development, periodic review, and implementation of compliance policies, standards, and procedures.
- Provide compliance advisory support to business units on transactions, new products, third - party engagements, and operational processes.
- Participate in transaction due diligence reviews, focusing on compliance and regulatory risk assessment.

Anti -Money Laundering / Countering Financing of Terrorism and Countering Proliferation Financing (AML/CFT/CPF)

- Support the implementation of AML/CFT and KYC procedures in line with regulatory and internal requirements.
- Conduct customer due diligence, enhanced due diligence, PEP screening, sanctions screening, and ongoing monitoring.
- Review and investigate potential suspicious activities and prepare Suspicious Transaction Reports (STRs) when required

Ethics, Training & Awareness

- Promote a strong compliance and ethical culture across the organisation.
- Develop and deliver compliance awareness and training programmes for staff.
- Support the management of whistleblowing processes and investigations.

Reporting & Documentation

- Prepare periodic compliance reports to senior management, the Board Committee, and other governance bodies..

- Maintain comprehensive and up -to- date documentation of compliance activities, records, and registers.

Other Responsibilities

- Support cross -functional projects requiring compliance oversight.
- Perform any other tasks assigned by the Head, Compliance



QUALIFICATIONS, EDUCATION AND REQUIREMENTS

Candidates for the role should possess the following qualifications:

- Bachelor’s degree in law, Finance, Economics, Business Administration, or related field.
- Relevant postgraduate qualification is an added advantage.

Professional Certifications (Required)

At least one of the following:

- Designate Compliance Professional (DCP)
- ACAMS (Certified Anti -Money Laundering Specialist)
- ICA Certificate/Diploma in Compliance or AML
- Nigerian Bar qualification (for legal background)

Experience

- Minimum of 3 - 5 years’ experience in compliance, regulatory affairs, risk management, or internal control within financial services, capital markets, banking, or related sectors.
- Demonstrated experience in regulatory reporting, compliance monitoring, and AML/CFT compliance.

Skills & Competencies

Technical Skills

- Strong understanding of the Nigerian financial regulatory environment (SEC, CBN, NAICOM, FRC, EFCC/SCUML, NSE, etc.).
- Knowledge of corporate governance, AML/CFT regulations, and compliance monitoring methodologies.
- Proficiency in KYC platforms, sanctions screening tools, and compliance systems.

Behavioural Competencies

- Strong analytical and problem -solving skills.
- Excellent communication (written & verbal) and stakeholder management skills.
- High level of integrity, discretion, and ethical judgment.
- Attention to detail and ability to work under tight deadlines.
- Strong organisational and coordination abilities.
- Proactive, self - driven, and able to work both independently and in a team.

Working Relationships:

- **Internal**

All business units, Internal Audit, Risk Management, Legal, Finance, Operations, Corporate Communications.

- **External**

Regulators, external auditors, industry associations, consultants, and counterparties.



COMPENSATION

Negotiable



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