



## LAW SOCIETY OF KENYA

### **AML/CFT ASSISTANT COMPLIANCE OFFICERS – COMPLIANCE & ETHICS DIRECTORATE**

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit two (2) suitable candidates for the position of AML & CFT Assistant Compliance Officer, Compliance & Ethics Directorate, to enhance its service delivery. This position will be a one (1) year contract.

The two (2) Assistant Compliance Officers will undertake the following responsibilities;

#### **Key Responsibilities:**

- Assist in supervising and enforcement of compliance for anti-money laundering, combating the financing of terrorism and countering proliferation financing (AML & CFT & CPF) for lawyers, notaries and other legal professionals;
- Assist in reviewing the rules and processes to prevent financial crimes and updating the relevant stakeholders (members) to comply with the latest rules and regulations;
- Assist with reviewing and evaluating data of suspicious accounts that might be concealing money laundering;
- Conduct AML trainings for the LSK members and make them aware of the AML rules and regulations and train them on the best industry practices;
- Assist in submitting periodic reports on AML compliance and assist with the filing semi-annual reports and annual reports with the Supervisory Authority; and
- Any other AML & CFT & CPF related tasks as may be assigned, from time to time, by the Deputy Secretary/Director Compliance & Ethics and or the Secretary/CEO.

#### **Qualifications & Skills**

- Bachelor's degree in finance, law, business administration, or a related field. Any other relevant qualifications are an added advantage;
- Has three (3) years of experience in AML & CFT compliance and conversant with AML matters and any other relevant qualifications are an added advantage;
- Extensive knowledge of AML & CFT laws, regulations and industry standards, with a strong understanding of financial crime prevention strategies and techniques. Knowledge and experience of the legal sector will be an advantage;
- Strong analytical and problem-solving abilities, with a strategic approach to managing;
- Excellent communication and interpersonal skills, capable of interacting with senior executives and external stakeholders;
- Proficiency in compliance software and tools, with a solid understanding of data analysis and reporting;
- High ethical standards and integrity, with a commitment to regulatory principles;
- Strong decision-making skills, with the ability to handle complex and sensitive situations; and

- Proactive and results-oriented, with a focus on continuous improvement and innovation;

Interested persons are requested to fill the form [here](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at [recruitment@lsk.or.ke](mailto:recruitment@lsk.or.ke) so as to reach us not later than **Monday, 10th March 2025 before 5:00 pm.**

*N/B: Only shortlisted candidates will be contacted.*

THE SECRETARY/CEO  
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