

## CAREER OPPORTUNITIES

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### JOIN US FOR AN EXCITING AND REWARDING CAREER!

BOS Wealth Management Malaysia Berhad (BOSWM MY) opens doors to new opportunities. Build your career with BOSWM MY. At BOSWM MY, we are constantly on the lookout for exceptional individuals to join our team. We promote a culture of openness, teamwork and fairness. Most importantly, we invest in our people through our programmes that develop them on both professional and personal levels. Besides attractive remuneration packages, we offer non-financial benefits and opportunities to develop your potential. If you have passion, drive and the will to succeed, rise to the challenge today!

#### **ASSOCIATE DIRECTOR, COMPLIANCE**

##### **General Description**

- To ensure timely and effective client monitoring with respect to AMLCFT risks.
- To ensure effective implementation of relevant transactions monitoring threshold.
- To ensure effective monitoring and reporting of sanctioned clients.
- To ensure timely and accurate AMLCFT reporting and regulatory response.
- To conduct training to other functions on clients monitoring.

##### **Job Description**

- To conduct client transactions monitoring by ensuring that alerts are adequately assessed and cleared.
- To ensure that periodic name screening is carried out and reported on a timely basis.
- To carry out periodic transactions monitoring threshold review to ensure their relevance vis-à-vis client activities and working closely with vendors and operations functions for timely and effective implementation.
- To ensure that Front Office function is well trained in providing quality assessment of transactions alert.

##### **Qualifications**

- Bachelor's Degree in Banking, Finance, Accounting or any other relevant field.
- Possess professional AMLCFT related certification.
- At least 5-8 years' working experience in banking AML transactions monitoring, name screening and dealing with law enforcement agencies.
- Personal Attributes: Upholds integrity, excellent team player, excellent written and verbal communication skill, able to work under highly stressful environment and eye for detail.
- Computer skills literacy: Microsoft Office – Word, Excel, Power Point.

## CAREER OPPORTUNITIES

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### **ASSOCIATE DIRECTOR, RISK MANAGEMENT**

#### **General Description**

- The incumbent will report locally to the Head of Risk, BOSWM MY. The incumbent shall oversee and strengthen the operational and business management, risk governance and framework for BOSWM MY.
- This is a managerial role with a broad and strategic mandate to help shape a growing operational and business risk function and seen as a true partner to the business. The incumbent will oversee and support the local risk team, local management and global risk committees (operational and business risks).

#### **Job Description**

- Lead the roll-out / localisation of the risk management policies, procedures, processes, methodology and initiatives, in alignment to Bank of Singapore Group, taking into consideration local regulations and requirements, while working closely with Head Office.
- Promote and deepen risk awareness by working with Business Partners and other relevant stakeholders, providing support and advisory on the application of the risk policies, procedures, processes, methodologies, providing training (where applicable) and fostering a culture of risk management within the organisation.
- Participate in risk committees and working groups to enhance governance and oversight over risk matters.
- Support the local Head of Risk in the following areas:
  - Review and analyse risk performance metrics, develop insightful and actionable reporting across the funds, escalate significant incidents, key trends and queries for management's attention including Head Office.
  - Provide guidance to business units and local management on operational risk management programs\* to enable business units to manage the relevant risks in a structured, systematic, and consistent manner.
  - Provide guidance to business units and local management on complaint handling process. Collaborate with head office to implement update and changes to complaint handling procedures.
  - Oversee the execution of surveillance reviews in line with regulatory and Head Office's standards.
  - Review and approve risk assessment or methodologies for initiatives/reviews.

## **CAREER OPPORTUNITIES**

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### **Qualifications**

- Degree in Finance, Risk Management, Business Administration or any other related discipline.
- A minimum of 8 years of relevant working experience in banks / funds / asset management with exposure to operational risk, audit, or operations, as well as business procedures development, monitoring and surveillance experience in a banking environment.
- Good understanding and knowledge of banking / wealth management products (including investments, equity securities, fixed income securities, derivatives, and mutual funds), processes (including risk modelling techniques), operations and regulations where applicable.
- Strong leadership and management capability.
- Able to exercise sound judgment and establish both strategic and tactical plans in the management of risk.
- Thrive in a fast-paced environment, able to adapt and multi-task to various demands in a diverse and competitive culture.
- Familiar with relevant rules and regulations, in particular those relating to local private banking / asset management business.
- Must possess excellent interpersonal skills and able to communicate and manage relationship with business, financial institutions, team members and other stakeholders.
- Good analytical, report writing and project management skills.

## **CAREER OPPORTUNITIES**

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### **ASSOCIATE DIRECTOR, INFORMATION TECHNOLOGY**

#### **Job Description**

- Manage and coordinate all IT activities, ensure compliance with local regulatory and MAS technology risk management guidelines.
- Strategic planning & implement IT related solutions in line with the company's directions.
- Manage further development of current system and implementation of future projects, develop plan for ongoing integration, upkeep and maintenance of IT systems. Project management to ensure business goals are met and timely implementation.
- Provide sound technical advices to users/Management and pro-actively looking for solutions to improve applications/IT infrastructure of the Company.
- Ensure appropriate levels of performance and standards of IT infrastructure.
- Manage IT budget and asset.
- Manage vendors and service providers.
- Manage initiatives in term of project lifecycle with adherence to consistent internal standards.
- Manage and arrange the resource among the department.
- Resolves and escalates IT issues in a timely manner.
- Provide IT support and pro-actively participate in the improvement of efficiency and effectiveness processing of each business unit.
- Ensure IT and management are in-line with agreed strategy and policy. To ensure policy and strategy is in compliance with regulatory requirements and standards/policy set by the Group.
- Manage IT resources available and ensure optimum usage of IT services.
- To develop and maintain effectiveness business continuity plan for IT and to implement measures designed to safeguard the IT and business needs of the Company in the event of disasters.
- Pro-actively manage risks related matters and ensure there are no overdue items. Manage and implement action plans arising from audit.
- To perform duties that may be assigned by the Superior from time to time.

#### **Qualifications**

- Bachelor's Degree, Professional Degree in Computer Science/Information Technology or equivalent.
- At least 8 years hands-on working experience in the IT infrastructure/Applications (min 5 years in managerial position).

## CAREER OPPORTUNITIES

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### **Skill Factors:**

-Technical: included but not limited to the following:

1. Server operating system: Microsoft Windows Server System.
2. Database: Microsoft SQL Server and Oracle.
3. Applications: Web development (ASP) SDLC Methodology
4. Strong knowledge of desktop and printer support/knowledge in technology risk management assessment/knowledge in Windows operating system

-Non-technical:

1. Able to investigate and analyze information and to draw conclusions.
2. Strong analytical skills for trouble-shooting application problems.
3. Management and leadership skills.
4. Produce concise and well-structured written materials (i.e., manuals, minutes, user, requirements, management paper).

### **SENIOR ASSOCIATE, UNIT TRUST OPERATIONS**

#### **Job Description**

- Supervise the processing team and ensure the execution of the day-to-day responsibilities of Unit Trust Operations Department are carried out timely and within performance standards and in compliance with the regulatory guidelines.
- Check/verify tasks performed by the staff to ensure duties are carried out promptly and completely by the processing team. Any detection of errors or omission to be addressed promptly and escalated to management if required.
- Check and ensure monthly trailer fees/commission payable to distributors are computed correctly and paid timely.
- Assist in risk management and internal controls of the department to ensure compliance with regulations and Group Policies & Procedures.
- Assist in projects, prepare the Scope of Work/user requirements and test plan for user testing. Coordinate/lead projects from start to end with minimal supervision with minimal post implementation issues.
- Monitor injection and withdrawal of monies from and to clients before execution of payments.
- Oversee yearly data purging exercise in compliance with archival policy.
- Ensure prompt action is taken on change of client status upon notification and records are update and correctly maintained.
- Troubleshoot issues and liaise with system vendor/relevant parties promptly.
- Assist to ensure all new/revised process and procedure are promptly updated in the operations manual.
- Assist to review new guidelines/policies and perform impact assessment.
- Continuously identify areas for improvement and highlight areas for better operational efficiency.
- Perform any other duties as assigned.

## **CAREER OPPORTUNITIES**

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### **Qualifications**

- Degree in Business Administration/Finance or equivalent
- At least 4 years working experience in an operations environment preferably in the unit trust or financial industry.
- At least 2 years at supervisory level.
- Experience in project management and business process re-engineering.
- Good analytical skill for management reporting/data analysis.
- Eye for details.
- Effective communication skills and able to communicate effectively at management level.

### **ASSOCIATE, CLIENT ACCOUNT SERVICES**

#### **General Description**

Support the head of department to manage client account progression from on-boarding, screening to account opening.

#### **Job Description**

- Handle clients on-boarding documents/KYC documents submission and comply to client on-boarding procedures and processes.
- Ensure name screening process is carried out according to procedure and completed according to turnaround time.
- Assist in monitoring and tracking of account transactions and net new money.
- Ensure documentation of changes/update of documents are well recorded.
- Track and maintain record of status update on client on-boarding.
- Follow-up with FO on documents required for client on-boarding in accordance with the timeline.
- Ensure smooth process for opening of Private Mandate accounts according to the turnaround time.
- Handle submission of documents for the account opening with custodian and brokers.
- Ensure key processes and controls are in order to mitigate disputes and risks.
- Ensure sufficient controls are implemented to authenticate client's instruction.
- Compile and prepare data/reports required by management and other parties required on ad-hoc basis.
- Carry out UAT testing (if any) with minimal guidance and complete within the stipulated time.

## **CAREER OPPORTUNITIES**

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### **Qualifications**

- At least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Business Studies/Administration/Management, Economics, Marketing, Finance/Accountancy/Banking or equivalent.
- Minimum 2 years of working experience preferably in financial services industry.
- Good command of English.

Interested candidates are invited to apply online with a detailed and updated resume, stating personal particulars, qualifications, current and expected salary.

Human Resources Department  
Email: [my.boswm.hr@boswm.com](mailto:my.boswm.hr@boswm.com)

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