



Career at ASA International

Position: Risk and Compliance Manager, ASA Kenya

Who we are

ASA International is one of the world's largest and fastest growing international microfinance banking institutions offering socially responsible loans to underbanked, low-income female micro-entrepreneurs in Asia and Africa ("ASA International" or the "Group"). ASA International promotes financial inclusion and has successfully shown that access to financial services helps to reduce poverty and promotes social-economic progress for its predominantly female client base.

ASA International has a premium listing on the main market of the London Stock Exchange and serves close to 2.3 million customers across 13 countries in Asia and Africa. It has corporate head offices in Amsterdam, the Netherlands as well as in Dhaka, Bangladesh.

ASA International provides small loans ranging from USD 250 to USD 2,000. Almost all customers are women that run small businesses, from small shops, restaurants, sewing businesses, to various trading activities and cottage industries.

Increasing financial inclusion and promoting social and economic development of our clients and their communities is at the heart of ASA International's mission.

Job profile

Supervise the creation, execution, and enforcement of risk management and compliance protocols to ensure alignment with regulatory requirements and industry best practices.

Risk Management Responsibilities

- ▶ Review and update existing risk policy to ensure compliance with the risk management directive of Central bank/applicable regulatory bodies.
- ▶ Analyze various risks that could impact the microfinance bank, including credit risk, operational risk, liquidity risk, market risk, regulatory compliance risk and IT risks.
- ▶ Collaborate with different departments and conduct risk assessments to identify potential vulnerabilities and areas of concern, including emerging risks.
- ▶ Prepare risk reports for the entity including risk register, key risks report, key risk indicators report, risk appetite report, key performance indicators report, climate risk report and other ad-hoc risk reports.
- ▶ Review and assess the adequacy of the risk appetite benchmarks set by the company.
- ▶ Prepare power point presentation for the board highlighting important risk issues and trends.

- ▶ Identify the control points embedded in operations and the three lines of defense model of the organization; and assess whether they are working effectively.
- ▶ Conduct data analysis and ratio analysis on Microsoft Excel to identify adverse fluctuations and collaborate with various department to find the potential reasons and associated mitigation.
- ▶ Cross functional communication with department heads to identify risk mitigation measure/action points; and continuously monitor progress.
- ▶ Stay up-to-date with relevant regulatory requirements and industry standards pertaining to risk management in microfinance banking and ensure compliance.
- ▶ Implement effective risk monitoring tools and techniques to track the bank's risk exposure continuously.
- ▶ Conduct training sessions for bank staff on risk awareness and risk management practices.
- ▶ Foster a risk-aware culture within the organization and promote a proactive approach to risk identification and mitigation.
- ▶ Evaluate the business contingency plans to address potential crisis situations and assess business continuity in times of heightened risk.

Compliance Responsibilities

- ▶ Lead and manage the compliance function: Provide overall and day-to-day management of the compliance department, including developing and enhancing the compliance framework, setting internal governance and policies, creating annual plans, and promoting an ethical culture across the organization.
- ▶ Risk identification and mitigation: Identify, evaluate, and mitigate compliance risks (e.g., AML, Anti-Bribery and Corruption, data privacy), as well as legal and reputational risks. Oversee audits, testing, and corrective actions to ensure effective risk management.
- ▶ Compliance procedures and policies: Implement and enforce compliance procedures and policies, ensuring timely reporting, follow-up actions, documentation, and record-keeping to maintain robust internal controls.
- ▶ Training and risk assessments: Develop and implement compliance training programs and conduct regular risk assessments to educate employees and proactively address potential compliance issues.
- ▶ Investigations and breach management: Lead investigations into non-compliance incidents and manage responses to breaches, ensuring appropriate corrective measures are taken.
- ▶ Reporting and communication: Advise senior management and provide regular compliance reports, certificates, or confirmations to the Board. Communicate with external counsel and regulators as needed, assisting in gathering internal information for regulatory requests.
- ▶ Licensing and regulatory compliance: Ensure the organization complies with licensing requirements and stays up to date with relevant laws and regulations.
- ▶ Team leadership and development: Lead, mentor, and develop the compliance team to ensure they are equipped to manage compliance effectively.
- ▶ Technology and innovation: Leverage technology to enhance compliance monitoring, reporting, and risk identification, ensuring proactive and efficient compliance management.

- ▶ Cross-functional collaboration: Collaborate with other departments to foster a culture of compliance and ensure alignment across the organization.
- ▶ Review and escalation: Review contracts, documents, marketing materials, presentations, and websites for compliance with regulatory requirements, and highlight or escalate areas of concern to maintain robust compliance controls.

Core competencies

- ▶ A humble, hardworking, and confident professional.
- ▶ Ability to quickly dig down the processes and data; however, also take a step back and take in the overview of the situation.
- ▶ Excellent analytical and problem-solving skills, with a keen eye for detail.
- ▶ Self-starter, proactive, and decisive.
- ▶ Ability to communicate complex risk concepts clearly and effectively to diverse audiences.
- ▶ Sound decision-making abilities and the capability to work independently and collaboratively.
- ▶ A team player who continuously improves self and the people around him/ her.

Education and Experience:

- ▶ Bachelor's degree in finance, accounting, business administration, law or a related field. Advanced degrees or professional certifications will be advantageous.
- ▶ Familiarity with Central Bank requirements for risk management & compliance at financial institutions.
- ▶ Proven experience of at least 5 years in risk management, compliance or internal audit within the financial services sector, preferably in microfinance banking.
- ▶ In-depth knowledge of microfinance products, operations, and regulatory landscape.
- ▶ Familiarity with risk assessment methodologies, risk modeling, and analytical tools.
- ▶ Proficiency in Microsoft Excel and Microsoft Power Point.

Reporting line

The Risk and Compliance Manager shall report to the Managing Director of ASA Kenya.

Salary

This position offers a competitive salary and comprehensive benefits package.

If you feel you are the right match for the above-mentioned position, please apply with a cover letter along with up-to-date resume as a **single document** and send it to careers@asa-ke.com

Application deadline: 25th April, 2025

Please Note: Only complete applications (cover letter and CV) will be considered and only shortlisted candidates will be contacted.

We stand for inclusion & diversity. Therefore, we warmly encourage everyone to apply, regardless of gender, background, ethnicity, age, religion, etc. Qualified women are particularly encouraged to apply for this position.

