

Compliance Officer Role Planner



Who should this be?

- Has authority to ask awkward questions
- Can escalate without fear or favour
- Has dedicated time (not a side hustle)

In small teams, it's often the owner or principal. That's fine. The workload is still real.

Defining the role

Title:

AML/CTF Compliance Officer

Reports to:

Senior Manager or governing body

Core tasks

- Maintain the AML/CTF Program
- Update the risk assessment
- Handle escalations and reporting
- Coordinate training and internal reviews

Responsibilities

- Oversee daily AML/CTF activity
- Make calls on high-risk clients
- Keep records audit-ready
- Communicate with AUSTRAC

Documentation deadlines

- Risk assessment: regularly reviewed
- AML/CTF Program: always current
- Records: held for 7 years

Training needs

- Initial AML/CTF training
- Ongoing refreshers
- Update training