| **Job Title:** | **ANTI-FRAUD manager** | **Department:** | Risks |
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| **Reports to:** | Head of Risks | **Department Head:** | Head of Risks |

1. **ROLE MISSION**

Be responsible for conducting all types of investigations of fraudulent and security related transactions/application/leading fraud for whole the Company whether internal & external.

1. **ROLES & RESPONSIBILITIES**

* Handling and managing daily process on fraud investigator working unit.
* Handling all suspicious fraud cases for new applications referred from Verification team and perform necessary investigation and provide professional consultancy and conclusion the cases; gathering and sharing the weakness/ fraud trend to Verification for prevention purpose.
* Reviewing and monitoring process on Operations, Sales and related departments to ensure full compliance with company’s process and regulations;
* Reviewing all early payment cases/bad debt cases referred from Collection to find out any weaknesses/breaches during verification and recommend remedial action to prevent similar fraud in the future. Coordinating with Collector to work/negotiate with customers involving fraud; preparing the Denunciation letter and supporting Collection to report these cases to Police/ Prosecution/Court to recover the debt.
* Liaison with law enforcement agencies and other government offices, banking and security contact to ensure the Company maintains a sound relationship with those external contacts in a cautious and appropriate manner to gain maximum support during the course of fraud handling
* Handling suspicious cases and perform necessary investigation and provide professional consultancy and conclusion on the cases.
* Investigating all internal fraud cases including reviewing, collecting information, interrogating and detecting violation of employees; then work with Business and HR to have proper action/ discipline for involved staffs.
* Checking/reviewing suspicious fraud cases relating to fake signature/ chops referred from Business/ Branch and related department and providing the proper action in their process.
* Training Fraud Awareness courses/ sharing fraud trend to related departments.
* Other duties assigned by the Management team

1. **QUALIFICATIONS & REQUIREMENTS.**

* Creative and enjoy working within a newly-established entrepreneurial environment that is mission-driven, results-driven and people oriented
* 5 years above relevant experience in Companying, financial institutions or equivalent with extensive knowledge of anti-fraud management processes from conception to completion
* Able to work under pressure, Strong analytical skill, Teamwork, Excellent communication skill
* General supervisory experience preferred
* Fluent English communication orally and verbally