

FINANCIAL INVESTIGATION AGENCY

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE:	Compliance Examiner II
REPORTS TO:	i) Directly: Senior Compliance Examiner
	ii) Indirectly: Chief Compliance Examiner
SUPERVISES:	i) Directly:
	ii) Indirectly:
PAY GRADE:	P2

JOB SUMMARY:

The Compliance Examiner II is responsible for assisting with the implementation of the Agency's AML/CFT supervision regime for Non-Profit Organizations (NPOs) and Designated Non-Financial Businesses and Professions (DNFBPs) in accordance with the Anti-Money Laundering and Terrorist Financing Code of Practice and other relevant legislation.

ESSENTIAL JOB FUNCTIONS:

1. Assist and provide input in the establishment and ongoing development of the NPO/DNFBP supervisory framework.
2. Conduct interviews with entities and individuals in the NPO/DNFBP sector to understand levels of AML/CFT awareness, transaction volumes, compliance with AML/CFT laws, record keeping practices and management structure.
3. Perform risk assessments of various entities within the NPO/DNFBP sector.
4. Conduct compliance inspections, report findings and provide ongoing monitoring of deficiencies.
5. Provide timely feedback to NPO/DNFBP sector on Compliance Manual reviews.
6. Produces comprehensive reports on the Compliance activities including reports on compliance examinations conducted.
7. Maintain NPO/DNFBP databases and physical files to ensure that information is accurate and current.
8. Assist with the recording and reporting of statistics relating to the supervision of NPOs/DNFBPs.

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9. Assist in training workshops and programmes geared towards increasing AML/CFT awareness amongst the NPO/DNFBOP sector.
 10. Keep abreast of international developments in the AML/CFT fields particularly as it relates to the NPO/DNFBOP sector.
 11. Maintain strict standards of confidentiality in dealing with highly sensitive information.
 12. Take on responsibilities of Senior Compliance Examiner in his/her absence.
 13. Perform any other related duties, which may be assigned from time to time.
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QUALIFICATIONS & EXPERIENCE:

- Bachelors degree in law, business administration, finance, economics or related field and a compliance certification.
 - At least five- (5) years' experience in the financial services industry preferably in a compliance role.
 - Working knowledge of the Territory's AML/CFT legislation.
 - Ability to draft reports and make recommendations concisely.
 - Excellent communication, organizational and interpersonal skills.
 - Ability to handle sensitive and confidential matters and to exercise tact and professionalism at all times.
 - Sound knowledge of relevant computer software including Access, Word and PowerPoint.
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WORKING CONDITIONS:

- Normal office environment involving periods of computer work.
 - Field work as required.
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LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the

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position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.