

FINANCIAL INVESTIGATION AGENCY

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE:	Senior Compliance Examiner		
REPORTS TO:	i)	Directly:	Chief Compliance Examiner
	ii)	Indirectly:	Director, Financial Investigation Agency
SUPERVISES:	i)	Directly:	Compliance Examiner I & II
	ii)	Indirectly:	N/A
PAY GRADE:	P1		

JOB SUMMARY:

The Senior Compliance Examiner is responsible for working along with the Chief Compliance Examiner to implement the Agency's AML/CFT supervisory 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. The Senior Compliance Examiner is expected to provide leadership by supervising and providing guidance to compliance examiners and junior officers; managing workload distributions and undertaking special projects.

ESSENTIAL JOB FUNCTIONS:

1. Supervise interviews conducted 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.
2. Supervise and review risk assessments of various entities within the NPO/DNFBP sector.
3. Coordinate and supervise compliance inspections;
4. Review and Sign off on Compliance Manual Review Checklist;
5. Supervise the maintenance of the NPO/DNFBP databases ensuring that information is accurate and current.
6. Assist in the preparation of reports and decision papers to be presented to the Director, the Agency's Board and the Government;

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7. Provide advice and support to the Chief Compliance Examiner on matters relating to the supervision of NPOs/DNFBPs.
 8. Liaise with the Registrar of NPOs, as necessary, on matters relating to the registration and supervision of NPOs.
 9. Manage workload distribution amongst team members and prioritize tasks as necessary.
 10. Supervise the Compliance Examiners by reviewing their work, where necessary, and conducting performance appraisals in accordance with the Agency's performance appraisal program.
 11. Participate in special projects designed primarily to evaluate and improve policies and procedures related to the supervision of NPOs and DNFBPs.
 12. Keep abreast of international developments in the AML/CFT fields particularly as it relates to the NPO/DNFBP sector.
 13. Maintain strict standards of confidentiality in dealing with highly sensitive information.
 14. Perform any other related duties, which may be assigned from time to time.
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QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in law, finance, business administration, economics or related field.
- Certified Anti Money Laundering Specialist /Certified Financial Crimes Specialist
- At least five (8) years' experience in a similar senior compliance role including onsite inspections.
- Sound knowledge of the Territory's AML/CFT framework and AML/CFT legislation.
- Ability to 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.

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