

NON-STANDARDIZED

Appendix VII

FINANCIAL INTELLIGENCE UNIT
COMPLIANCE AND OUTREACH DIVISION

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: COMPLIANCE AND OUTREACH OFFICER

JOB SUMMARY:

Duties involve monitoring Supervised Entities for the purpose of ensuring compliance with the AML/CFT laws, regulations and guidelines and implementing the necessary measures to secure compliance in accordance with established policies. Assists in the implementation of the necessary measures to secure compliance with Registration and submission of Compliance Programmes and other obligations, and in conducting examinations on supervised entities. Reports to the Supervisor, Compliance and Outreach.

REPORTS TO: Supervisor, Compliance and Outreach

SUPERVISION GIVEN TO: NA

DUTIES AND RESPONSIBILITIES:

1. Communicates policies to supervised Entities to deter and detect money laundering and terrorist financing.
2. Conducts Outreach and Awareness training to Supervised Entities and other stakeholders to inform clarify and update on AML/CFT obligations.
3. Assists in the creation, development and implementation of AML/CFT training programmes and communication strategies.
4. Assists in the creation, development and updating of guidelines for Supervised Entities.
5. Examines, and recommends compliance programmes submitted by Supervised Entities to the FIU for approval.

NON-STANDARDIZED

6. Assesses and grants approval for the appointment of Compliance Officers.
7. Conducts Compliance Examinations on supervised Entities including onsite examination in accordance with FIU's policies.
8. Produces comprehensive reports on the Compliance activities including reports on Compliance Examinations conducted.
9. Provides timely feedback to Financial Institutions and Listed Businesses on Registration applications, approval of Compliance Programmes and appointment of Compliance Officers.
10. Notifies/communicates urgent information to the Supervisor Outreach and Compliance.
11. Maintains the FIU compliance databases such as the e-register of Supervised Entities.
12. Establishes and maintains effective communication channels with reporting entities and other stakeholders.
13. Produces information for public release relating to the education and prevention of money laundering and terrorist financing.
14. Takes the Oath of Office as required by the Financial Intelligence Unit of Trinidad and Tobago Act, 2009, as amended.
15. Complies with the Security and Confidentiality Laws and Regulations and policies of the FIU.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in the use of the Microsoft Office Suite.
- Strong Communication skills.
- Speaking - organizes ideas and communicates orally.
- Demonstrates Leadership Skills and Team Work.
- Writing Skills - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- Honesty and integrity.

NON-STANDARDIZED

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree or equivalent from a recognized institution in Management Studies, Finance, Law, Economics, or a Social Science Discipline. Knowledge of AML/CFT issues and communication practices.

At least two (2) years' experience working in Compliance in a regulatory organization or in the Private Sector.