

NON-STANDARDIZED

	Appendix VI
<u>FINANCIAL INTELLIGENCE UNIT</u> <u>COMPLIANCE AND OUTREACH DIVISION</u> <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: SUPERVISOR, COMPLIANCE AND OUTREACH	
JOB SUMMARY:	
Assists the Director, Compliance and Outreach in monitoring Supervised Entities for the purpose of compliance with the AML/CFT Laws, Regulations and Guidelines. Implements the necessary measures to secure compliance. Implements effective communication processes between the Supervised Entities and the FIU relating to AML/CFT measures. Reports to the Director, Compliance and Outreach.	
REPORTS TO:	Director, Compliance and Outreach
SUPERVISION GIVEN TO:	Compliance and Outreach Officers
DUTIES AND RESPONSIBILITIES:	
<ol style="list-style-type: none">1. Supervises the Compliance and Outreach staff.2. Implements the processes for examination and approval of Supervised Entities' Compliance programmes.3. Organises and conducts Compliance Examinations including onsite Examination of Supervised Entities.4. Implements policies to communicate and train the Financial Sector and other Sectors involved in Money Laundering and Terrorist Financing.5. Implements public awareness campaigns in order disseminate the money laundering and terrorist financing issues and its consequences to the national economy.6. Implements and evaluates training programmes for stakeholders.	

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7. Recommends and implements new alternative modified Compliance and Outreach systems to improve compliance.
8. Maintains effective Communication channels between the FIU and the Supervised Entities and provides guidance on compliance issues.
9. Identifies Supervised Entities which are in contravention of the AML/CFT laws, regulations and guidelines and recommends appropriate solutions including, but not limited to, application of sanctions.
10. Prepares reports on the results of Examinations conducted.
11. Provides timely feedback to Financial Institutions and Listed Businesses on registration applications, approval of Compliance Programmes and appointment of Compliance Officers.
12. Conducts reviews of Compliance Programmes.
13. Takes the Oath of Office as required by the Financial Intelligence Unit of Trinidad and Tobago Act, 2009, as amended.
14. Complies with the Security and Confidentiality Laws and Regulations as well as the policies of the FIU.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in the use of the Microsoft Office Suite.
- Strong communication skills.
- Writing Skills - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts;
- Listening - receives, attends to, interprets, and responds to verbal messages and other cues.
- Speaking - organizes ideas and communicates orally.
- Generates new ideas.
- Decision-making skills - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.
- Demonstrates leadership skills and team-work.
- Ability to lead and develop people.
- Honesty and integrity.

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MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree or equivalent from a recognized institution in Management Studies, Finance, Law, Economics, or a Social Science Discipline. Good knowledge and experience of Anti-Money Laundering and Anti-Terrorism Laws and Regulations. Knowledge of banking, financial products and financial legislation is an advantage. Knowledge of communication practices. Three (3) years' experience in a supervisory position.