

MINISTRY OF FINANCE

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO ANALYSIS DIVISION

JOB DESCRIPTION

Contractual Position

JOB TITLE: COMPLIANCE AND OUTREACH OFFICER

JOB SUMMARY:

The Compliance and Outreach Officer is responsible for monitoring Supervised Entities, Non-Profit Organisations and any other entity in accordance with the laws of Trinidad and Tobago for the purpose of ensuring compliance with the Anti-Money Laundering, Counter-Financing of Terrorism and Counter-Proliferation Financing (AML/CFT/CPF) laws, regulations and guidelines; implementing the necessary measures to secure compliance in accordance with established AML/CFT/CPF policies and procedures; conducting Compliance Examinations on the Supervised Entities and the Non-Profit Organisations and maintaining effective communication processes between the Supervised Entities, the Non-Profit Organisations and the Financial Intelligence Unit of Trinidad and Tobago (“the FIUTT”) relating to AML/CFT/CPF measures. Reports to the Supervisor, Compliance and Outreach.

REPORTS TO:

Supervisor, Compliance and Outreach

SUPERVISION GIVEN TO:

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DUTIES AND RESPONSIBILITIES:

- Communicates policies to Supervised Entities, Non-Profit Organisations and any other entity in accordance with the laws of Trinidad and Tobago to deter and detect Money Laundering, Terrorist Financing and Proliferation Financing;
- Conducts Outreach and Awareness training to Supervised Entities, Non-Profit Organisations and other stakeholders to inform, clarify and update on AML/CFT/CPF obligations;
- Assists in the creation, development and implementation of AML/CFT/CPF training programmes and communication strategies;
- Assists in the creation, development and updating of guidelines to facilitate compliance of the Supervised Entities and the Non-Profit Organisations;

- Conducts the Registration and De - Registration of Supervised Entities;
- Assesses and grants approval for the appointment of Compliance Officers;
- Conducts AML/CFT/CPF Compliance Examinations on the Supervised Entities and the Non-Profit Organisations, including On-site Examinations in accordance with FIUTT's policies;
- Produces comprehensive reports on the compliance activities, including reports on Compliance Examinations conducted;
- Provides timely feedback to Non-regulated Financial Institutions and Listed Businesses on the Registration of applications, required reports submitted by Supervised Entities and Non-Profit Organisations and the appointment of Compliance Officers;
- Maintains the FIUTT's Compliance Databases, not limited to, the e-register of Supervised Entities;
- Conducts reviews of Supervised Entities and Non-Profit Organisations Risk Assessments;
- Implements the FIUTT's AML/CFT/CPF policies and procedures;
- Conducts checks of the UN Designated Listings and immediately notifies the Supervisor of any changes made to the lists;
- Communicate amendments to the UN Designated Lists and the Trinidad and Tobago Consolidated List to Supervised Entities, Non-Profit Organisations and other stakeholders immediately;
- Notifies/communicates urgent information to the Supervisor, Compliance and Outreach;
- Establishes and maintains effective communication channels with the Supervised Entities, the Non-Profit Organisations and other stakeholders; and
- Produces information for public release relating to the education and prevention of Money Laundering, Terrorist Financing and Proliferation Financing.
- Represents the FIUTT at seminars and meetings, when required;
- Performs related work as may be requested.

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 Skills - receives, attends to, interprets, and responds to verbal messages and other cues.
- Speaking Skills- organises ideas and communicates orally.
- Demonstrates Leadership Skills and Team Work.
- Honesty and integrity.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's degree or equivalent from a recognised institution in Management Studies, Finance, Law, Economics, or a Social Science Discipline;
- Knowledge of Anti-Money Laundering, Counter-Terrorism and Counter-Proliferation Financing issues;
- Knowledge of communication practices;
- At least two (2) years' experience working in Compliance in a regulatory organisation or in the Private Sector.

REQUIREMENTS:

- Takes the Oath of Office as required by the Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01, as amended.
- Complies with the Security and Confidentiality laws and regulations as well as the policies of the FIUTT.