

JOB DESCRIPTION

Compliance Assurance Officer (AML/CTF)



Purpose

The Compliance Assurance Officer (AML/CTF) is a supporting role within the Risk & Compliance team. The role has the following core functions:

1. To provide key compliance support principally to the Head of Compliance & Governance and Chief Risk Officer (CRO); and
2. To ensure Finance Corporation Limited (FinCorp) develops and maintains effective compliance programs and activities that ensure FinCorp satisfies all relevant legal and regulatory requirements required of a Licensed Financial Institution (LFI); and
3. Maintains a specific focus on AML/CTF compliance, ensuring ongoing activities occur to satisfy all relevant obligations.

Role Dimensions

- Reports to: Head of Compliance & Governance
- Department: Risk & Compliance
- Job Level: TBC
- Location: Head Office, Port Moresby
- Direct Reports: None

Person Specifications

- A university degree in a relevant discipline is preferred.
- Experience (1-2 years) in a compliance or legal role preferably from within the financial services sector.
- Demonstrated experience in supporting business units uplift their levels of awareness and understanding of compliance obligations.
- Competent in the use of computer software such as Microsoft Word, Excel, and PowerPoint.

Core Competencies

- Professional attitude and presentation with strong integrity.
- Superior written (including reporting) and oral communication skills.
- Sound planning, organisation, and problem-solving capabilities.
- High level consultation and influencing skills.
- Accuracy and attention to detail.
- Quality decision making and initiative.
- Dealing with ambiguity, "can do" work ethic.
- Strong personal presentation, communication, and interpersonal skills.
- Analytical thinking and the ability to work with and question data.

Leadership Competencies

- Leading, motivating, and influencing others, including those that are not direct reports, managing upwards as necessary.
- Priority setting and delegation as appropriate.
- Ability to facilitate training.

Role Specific Areas of Responsibility

Compliance	<ul style="list-style-type: none">• Promote understanding of the Risk & Compliance function, risk appetite settings, the 3 lines of defense (3LoD) approach to risk management (including risk ownership) and compliance obligations.• Support, lead and educate the business with respect to the development, maintenance, and implementation of compliance frameworks and procedures that support FinCorp to satisfy relevant obligations.• Contribute to Risk & Compliance owned or supported projects/ deliverables/initiatives as a Risk & Compliance subject matter expert (SME) with a focus on the effective management of compliance obligations and the development of a risk-aware culture.• Conduct 2LoD compliance assessments, assurance activities (including the development and actioning of FinCorp's annual Compliance Assurance Plan), and monitoring while providing appropriate business advice to support effective compliance achievement organisation wide. This includes working constructively with business units to successfully close out remedial activities.• Prepare and facilitate relevant compliance training, workshops, and guidance to improve compliance achievement, ownership and broader organizational risk and compliance maturity.• Co-ordinate and support other Risk & Compliance team deliverables as required.
Governance Support	<ul style="list-style-type: none">• Provides support to the Head of Compliance & Governance with activities that maintain and strengthen good governance practices across FinCorp.• Supports or facilitates the appropriate governance process in relation to policy approval (or other important documents as appropriate).• Assists with necessary Fit and Proper assessments of new and existing responsible persons.
Policies & Frameworks	<ul style="list-style-type: none">• Supports the delivery of and adherence to organisation wide policies and frameworks.• Lead and review (as necessary) relevant Compliance owned policies and documents (or other policies and procedures as appropriate or directed).• Actively works with 1LoD to ensure procedures and controls are effectively implemented to give effect to approved policies.
Analysis & Reporting	<ul style="list-style-type: none">• Monitor, develop and report on relevant compliance issues to drive appropriate outcomes.• Monitor and report on proposed regulatory changes including consideration of potential impacts. Supports regulatory submissions as applicable.• Support the effective compilation and delivery of Compliance reporting for Management (including Risk Management Committee (RMC)) and Board/Board Committees (including Risk & Compliance Committee).• Support compliance reporting development and enhancements through effective monitoring, assurance activities, and the identification of non-conformance.

	<ul style="list-style-type: none">• Contribute to the development of key risk indicators (KRIs) and the mechanisms to effectively report these in an accurate and timely manner.
AML/CTF	<ul style="list-style-type: none">• Supports a sound understanding of AML/CTF obligations FinCorp wide.• Maintains assurance activities and reporting that ensure AML/CTF obligations are being satisfied. Brings all instances of non-conformance to the attention of the Head of Compliance & Governance, Chief Risk Officer and relevant committees.• Actively supports all activities to remediation any area of non-conformance in a timely manner.• Develops and delivers AML/CTF related training and/or guidance to raise awareness and ensure 1LoD and 2LoD understand and can satisfy AML/CTF obligations.