



# GECCU LTD

General Employees' Co-operative Credit Union Limited

## CAREER OPORTUNITY

The General Employees' Co-operative Credit Union Limited (GECCU) is seeking to recruit a qualified and experienced candidate for the position as **Compliance Officer**. The position is one of Senior Management.

### Summary of Position

The Compliance Officer is accountable to the Board of Directors and will be responsible for managing the credit union's compliance framework and procedures, as well as ensuring that the credit union complies with all laws, regulations, acceptable best practice and standards that are applicable to the credit union's industry.

### Key Accountabilities

1. Develops, implements and maintains an effective, best practice compliance framework for the credit union and review annually to ensure its effectiveness.
2. Oversees and monitors the credit union's compliance obligations in accordance with relevant Acts and regulations on Anti-Money Laundering/Counter Financing of Terrorism/Counter Proliferation Financing (AML/CFT/CPT).
3. Reviews internal policies, processes and controls to ensure effectiveness and regulatory compliance.
4. Conducts periodic compliance testing and monitoring of the credit union's AML/CFT/CPF framework and procedures to ensure that management and staff are adhering to established procedures.
5. Conducts regular audits on policies, procedures, and controls to identify weaknesses or potential weaknesses and recommend corrective action.
6. Provides reports to the Board of Directors and Senior Management, as directed, to keep them informed of operations and progress of compliance efforts.
7. Acts as an independent review to ensure that compliance issues/risks are investigated, evaluated and resolved.
8. Reviews reports on compliance and related activities generated by Auditors and regulatory authorities and follow up to ensure that issues are addressed.
9. Prepares AML/compliance reports for submission to relevant bodies of authority.
10. Keeps abreast of legislative changes and incorporates new regulatory requirements into internal compliance standards, policies and procedures and ensures that new procedures are duly communicated effectively within the credit union.

11. Works in collaboration with the Human Resources Department to design an effective compliance training programme and conduct relevant training for all employees.
12. Acts as support contact for any regulatory reviews on behalf of the credit union.
13. Contributes to a culture that fosters innovation and enables continuous improvement of the risk and compliance mindset within the credit union.

### **Qualifications and Experience**

- Bachelor of Science Degree in Accounting, Finance and Banking, business or any other related field from an accredited institution;
- Certified Regulatory Compliance Manager (CRCM) or Association of Certified Anti-Money Laundering Specialists (ACAMS) or equivalent professional designation would be an asset;
- Minimum of 5 years work related experience in the financial services industry, with ideally 3 years' experience in a risk policy management function;
- Sound knowledge and understanding of Co-operative legislations, rules and regulations which govern financial institutions, specifically credit unions, would be an asset.

### **Competencies**

- Sound analytical and risk assessment skills,
- Strong business acumen and strategic thinking,
- Highly detailed and result oriented,
- Ability to prepare reports, formulate position on issues, articulate opinions concisely and make and defend recommendations,
- Excellent stakeholder management and relationship building skills,
- Excellent problem solving and decision making skills,
- High level of organizational, time management and project management skills,
- Possess strong ethical characteristics: integrity, confidentiality, accountability and initiative,
- Ability to communicate effectively both orally and in writing,
- Ability to work independently and as part of a team,
- Proficiency in the use of Microsoft Office Suite.

**Salary:** Commensurate with qualifications and experience

***Closing Date for Applications – November 4, 2022***

Letters of application accompanied with proof of qualifications, resumé and two (2) recent testimonials should be addressed to:

The Secretary  
Board of Directors  
GECCU Limited  
P.O. Box 1636  
Halifax Street  
Kingstown

***Only applicants who are shortlisted will be notified.***