



Job Description

Job title	Risk & Compliance Officer
Grade	3A
Reports to	Manager Governance and Risk
Business Unit	Governance and Risk Department
Location	Head Quarters

Job Purpose

The successful incumbent shall be responsible for handling Risk and Compliance matters for the Fund in accordance with the Risk Management Standards, Risk Management Framework and Policy Compliance Management Framework.

He/she shall be able to interpret legislations, internal policies and procedures and RBF policy statements which is required for successful management and mitigation of compliance risks for the Fund and its subsidiaries and conduct regular reporting to FIU in accordance to the FTR Act requirements.

He/she shall work closely with Business Analyst Risk and Operational Risk Officer to identify, assess, monitor and develop treatment plans for individual risks and update the Risk Register for periodic reporting.

The role reports to Manager Governance and Risk and shall be based with the Governance & Risk Division at FNNP.

Key Performance Areas

Risk Management:

- Assist in Management of Enterprise-wide Risk and Operational Risk Framework;
- Conduct risk profiling in accordance with the ISO Standard;
- Identify risk, assess and establish risk treatment plans to address the risks;
- Develop and update framework, policy and procedures;
- Facilitate and coordinate the identification and validation of risks in consultation with Risk Champions, Business Unit Managers and FNNP staff through meetings, awareness and workshop;
- Conduct site inspection with OHS and Operational Risk Officers, profile risks and report to Division Heads and Executive;
- Assist in the execution of Business Continuity plan, conduct simulation tests and prepare reports for Management decision;

- Update incident registers, analyze contributing factors and reporting on root cause of incidents for corrective and preventative actions.

Compliance Management:

- Implement the Fund's Compliance Management Framework and annual work plan;
- Conduct Compliance checks on key legislations, standards and frameworks;
- Conduct compliance conformance to RBF Policy statements, standards and statutory requirements;
- Coordinate RBF updates and facilitate On-site and Prudential Supervision meetings;
- Manage the Delegated Limits of Authority (DLA) Register and conduct periodic compliance assessment on the DLA's issued;
- Coordinate regular reporting to FIU in compliance to AML Guidelines;
- Manage Declaration or Interest/Conflict of Interest process and reporting; and
- Prepare compliance report for Management and Board.

Project Work:

- Assist the Business Analyst Risk and Operational Risk Officer in profiling of Project risks for the Fund;
- Conduct high level risk assessment for individual projects and report to Division Head and Project Governance Committees;
- Undertake site-visits and updating project risk register for key projects in the Fund.

Qualification, Skills and Authority Levels

Education & Experience:

- Degree in Accounting, Information Systems, Finance, Commerce, Business Studies or Risk Management; with
- At least 2 years' of relevant work experience in audit, risk management or compliance preferably within bank or a financial institution.

Knowledge & Competencies Required:

- Must have very good understanding of risk management and compliance.
- Investigative skills.
- Demonstrates good verbal and written communications skills.
- Positive attitude, a Team Player and have passion for providing high quality Customer Services.
- Ability to work under pressure with high standard.
- Computer literate, have analytical, problem solving and investigative skills.
- Goal-driven/competitive, with desire to exceed goals and targets.

- Time Management Skills with comprehensive understanding of processes.
- Must demonstrate and uphold the Fund's Core Values.

Reporting Structure

This role does not supervise any direct or indirect reports. However, the position supports the successful implementation of the Fund's Risk and Compliance Management Frameworks.

Authority Levels

The incumbent does not have any Financial, Staff and Contractual Delegated Limits of Authority and is not authorized to sign-off on any external correspondences.

Internal & External Contacts

i. Internal

- **Board and Board Sub-committee** - presentation of Compliance and Risk reports and update papers;
- **Executive Committee** – Presentation of reports and update papers, Legislation compliance and non-compliance register formulation, Risk updates and reports on Annual work-plan progress;
- **Management** – finalizing reports, presentation of draft report findings and obtain management comments, updates/follow-ups on compliance check action plan implementation status, DLA reports, FIU reporting requirements, Risk update follow-ups and treatment plan implementation;
- **Staff** – DLA issuance and compliance checks, FIU reporting, risk and compliance awareness.
- **Internal Audit Division** – provide evidences and updates on risk and compliance work implementation.

ii. External

- **Reserve Bank of Fiji** – Onsite and Off-site examination facilitation, presentation, reporting and documentation, presentation of FNPF updates to the RBF Supervisory Team during prudential consultation meetings, risk updates as and when required;
- **Financial Intelligence Unit** – reporting requirements under the FIU guidelines; and
- **Project contractors and consultants** – to have a thorough knowledge on the project issues and areas of concern

Working Conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for developmental purposes.

Should have the flexibility to take on any additional responsibility as delegated by the Business Unit Manager.