

Job Title	Senior Compliance Officer
Grade	3A
Reports to	Manager Governance & Risk
Business Unit	Governance & Risk
Location	Head Quarters

Job Purpose

The successful incumbent shall be responsible for managing the overall Compliance function for the Fund in accordance to the Board Approved Indicators established through the Compliance Management Framework.

He/she shall be able to interpret legislations and Reserve Bank policy statements, which is highly required for successful management and mitigation of compliance risks for the Fund and its subsidiaries. Have the ability to interpret International Standards, best practice and Policy Guidelines, which is adopted by Fund and its Business Units.

He/she shall liaise with the Reserve Bank and Financial Intelligence Unit for prudential reporting and on-site examination. Additionally administer the MOU's signed between FNPF and government departments and other external stakeholders.

The position shall report directly to Manager Governance and Risk and be based with the Governance & Risk Unit and FNPF Suva.

Key Performance Areas

i. Compliance Management

Advice

- Advice Senior Management on Compliance Laws, rules and standards and keeping them informed on the developments in these areas

Guidance and Education

- Assist Senior Management in educating staff on compliance issues in the Fund
- Familiarize with the laws of Fiji especially those that directly relate to FNPF, keep updated with new developments and amendments; and
- Thorough understanding of the International Standards that are adopted by various Business units including ISO standards, ISSA principle guidelines and other best practices;

Identification Measurement and Assessment

- Identify, document, assess and measure the Compliance risks by carrying out compliance checks against legislations and procedures that affects the operations of the Fund;
- Conduct compliance checks with the Funds policies and procedures;
- Undertake independently high level compliance checks in the areas of delegation of Authority and compliance to mitigate compliance risks;
- Review the Governance, compliance and risk functions for FNPF Subsidiaries and develop action plans for mitigation of compliance risk;
- Develop and maintain the Compliance register for periodic review and implementation of recommendations for non-compliance areas and any identified deficiencies; and
- Prepare the Fund's Compliance Management Framework and ensure that it is in accordance to best practices and standards;

Monitoring, testing and reporting

- Monitor and test compliance and report the results on a regular basis to Senior Management on Compliance matters.

Statutory responsibilities and liaison

- Fulfilling the role of Anti-Money Laundering Officer; and
- Liaise with External Stakeholders such as Reserve Bank of Fiji, Fiji Intelligence Unit, Fiji Revenue and Customs Authority and External Auditors on compliance matters.

Compliance Program

- Implement the Fund's Compliance Management Framework and annual work plan.

ii. Delegation of Authority Management

- Manage Delegation of Authority register for Board, Management and Staff;
- Conduct trimester review of the DLA or as and when required;
- Conduct Compliance checks against the DLA's issued.

iii. Prudential Supervision

- Implement RBF on-site examination recommendation and collate evidence for prudential meetings and on-site assessment;
- Conduct regular checks to ensure compliance with regulatory standards and statutory requirements;
- Coordinate RBF updates and facilitate On-site and Prudential Supervision meetings; and

- Coordinate regular reporting to FIU in compliance to AML Guidelines.

iv. Declaration of Interest Management

- Coordinate Annual Declaration of Interest process and compile report for Executives and develop action plans for implementation;
- Ensure collection of Declaration of Interest forms annually from Staff, Management and Board Members;
- Analyze Declaration of Interest forms and report any exception to Chief Executive Officer.

v. Other duties

- Conduct high level risk assessments for special projects including Investments and development projects;
- Administer MOU with relevant parties; and
- Perform any other duties as assigned by the Manager or General Manager.

Qualification, Skills and Authority Level

Education & Experience

- Degree in Finance/Accounting/Commerce/Business Studies/Audit or Compliance.
- Minimum of at least 4 years' experience in audit or compliance related work preferably within a bank or financial institution.

Knowledge & Competencies Required:

- Knowledge to undertake compliance checks effectively.
- 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 Funds Core Values.

Reporting Structure

This role does not supervise any direct reports. However, it is a Senior Role whereby the position holder manages the implementation of the Fund's Compliance Management Framework.

Authority Levels

The incumbent does not have any Financial or Administrative Delegated Limits of Authority.

Internal & External Contacts

i. Internal

- **Board and Board Sub-committee** - presentation of Compliance reports, non-compliance register, Compliance Management Policies and papers;
- **Executive Committee** – Presentation of reports and update papers, Legislation compliance and non-compliance register formulation, International Standards Compliance checks and reports, liaison on updates and action plan implementation;
- **Management** – finalizing reports, presentation of draft report findings and obtain management comments, updates/follow-ups on compliance check action plan implementation status, liaison and documentation of RBF prudential and on-site examination updates, Delegation of Limits of Authorities issuance and compliance checks and Declaration of Interest Register follow-ups and reporting;
- **Staff** – awareness and workshop sessions, DLA issuance and compliance checks.

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, compliance checks and updates on the Supervisory Policy Statements;
- **Financial Intelligence Unit** – reporting requirements under the FIU guidelines;
- **Government Offices and Statutory organizations** – Administration of MOU's signed with the Fund;
- **IMF and world bank meetings** – facilitate of special engagement and missions.

Working Conditions

The position will be based in Suva, however it may require visit to other locations for compliance checks and awareness on a periodic basis.

Staff Name: _____	Signature: _____	Date: _____
Manager: _____	Signature: _____	Date: _____
Division Head: _____	Signature: _____	Date: _____
GMHR: _____	Signature: _____	Date: _____