

Job Title: **Compliance Officer**

Reports to: Senior Assistant Vice President, Compliance

Location: Belize City

General Purpose of Position:

Manages the compliance functions (addressing money-laundering, terrorist financing, FATCA, CRS and similar regulatory risk) of Sagicor Life Inc., reporting subsidiaries and business lines in Belize. Provides support to other entities within the Sagicor Southern Caribbean Group as required.

Key Responsibilities

1. Execution of AML, CFT & PF Compliance Function
 - Implements the AML, CFT & PF compliance programme for the operations of Sagicor Life Inc. Belize Branch and Sagicor Life Inc. subsidiaries and affiliates as required.
 - Serves as Compliance Officer for Sagicor Life in Belize and fulfils the duty of such office under applicable anti money laundering and related legislation and guidelines.
 - Conducts Annual AML, CFT & PF Compliance Risk Assessments.
 - Provides Senior AVP, Compliance with assessment results and initiates corrective action for compliance deficiencies.
 - Reviews compliance with Sagicor Life Inc Head Office company's policy and procedures, Country/Entity Addendum and regulatory requirements in Belize.
 - Provides support in relation to updates of the AML, CFT & PF, FATCA and CRS policies and procedures as needed. Update Country/Entity addendum as needed.
 - Conducts AML, CFT & PF training for staff on key compliance issues and regulatory updates as appropriate.
 - Conducts AML, CFT & PF training for advisors on key compliance issues and regulatory updates as appropriate.
 - Provides guidance regarding compliance related issues and regulatory updates, appropriate to the company operations.
 - Oversees know your customer/customer due diligence process for new and existing customers.
 - Creates profiles, queries and conditions for AML, CFT & PF detection, utilizing in-house systems, external resources and other reports.
 - Reviews activity on a monthly basis for suspicious activity.
 - Initiates investigation with customer and internal departments to obtain additional supporting information regarding transactions or activity identified.
 - Reviews data from in-house databases for evidence of customer policy/account variance.
 - Analyzes compliance monitoring reports and data in order to identify suspicious activity.

- Maintains a log of new, pending and closed investigations relating to AML, CFT & PF review.
 - Reviews departmental logs and data for compliance with KYC and other AML, CFT & PF record keeping and currency transactions requirements.
 - Reports on a quarterly basis on compliance related matters to the Senior AVP, Compliance and/or Board of Directors.
 - Consults with a representative of Legal as needed on internal and external reports of unusual or suspicious transactions to facilitate determination of the necessary action in a timely manner
 - Prepares and files (reports) unusual or suspicious activities or possible violations of money laundering laws, terrorist financing activity and regulations and other illegal activity to applicable regulatory and/or law enforcement agencies
 - Maintains records of internal and external reported unusual or suspicious transactions
 - Manages regulatory examinations and other regulatory requests and/or acts as the point of contact for mutual evaluations and other inspections.
 - Remains up to date on local and international developments on money laundering and terrorist financing and make suggestions to management for improvements in the company's anti-money laundering and anti-terrorism policies and procedures
 - Performs any other duties as assigned.
2. Execution of Automatic Exchange of Information Tax Compliance Function
- Implements the tax compliance process for the operations of Sagicor Life Inc. in Belize.
 - Implements other processes to address automatic exchange of tax information legislation.
 - Conducts annual FATCA and CRS Reviews.
 - Provides the Senior AVP, Compliance with the results of the annual FATCA and CRS Review and initiates corrective action(s) to address the deficiencies identified.
 - Conducts FATCA, CRS and any other tax compliance training for staff and advisors on key issues and updates as appropriate.
 - Provides guidance to employees regarding related issues and regulatory updates, appropriate to the company's operations.
 - Prepares annual reports for filing with the relevant tax authority.
 - Files copies of the annual reports with the Senior AVP, Compliance.
 - Manages regulatory examinations and other regulatory requests and/or acts as the point of contact for other inspections.
 - Remains up to date on local and international developments on FATCA, CRS and similar initiatives/legislation to facilitate the making of suggestions to management for improvements in the company's FATCA, CRS and other similar policies and procedures.
3. Other Duties:
- Relief Compliance Officer for other jurisdictions within Sagicor Life Southern Caribbean as required.
4. Performs any other duties as assigned.

Job Requirements

- A bachelor's degree in a management, business, finance, law, accounting or related field and at least 3 years' experience in a similar capacity.
- Certified Anti-Money Laundering Specialist (CAMS) or equivalent designation and a minimum of 3 years' related work experience in a compliance/internal audit environment.
- Thorough knowledge of local and industry related requirements including anti-money laundering, FATCA and CRS guidelines.
- Thorough knowledge of products, services, operations and systems and extensive dealing with laws, regulations and regulatory agencies related to assigned areas.
- A high level of interpersonal and ability to establish harmonious relationships with managers, staff/advisors and clients
- Ability to work effectively across functions and organizational levels and within a team environment.
- An appreciation for and strict adherence to confidentiality and handling of sensitive situations.
- Excellent written and verbal communication, administrative and organizational skills.
- Proven research, analytical and project management skills.
- Excellent organizational and time management skills.
- Demonstrable experience managing tasks in a dynamic work environment with an ability to handle multiple tasks simultaneously and adapt quickly to change.
- Capable of working under pressure to meet deadlines, while paying attention to accuracy and detail.
- Highly proficient in the use of Microsoft Office software
- Previous experience in the Financial Services environment or the Insurance Industry would be an asset.
- Ethical and trustworthy.