POSITION DESCRIPTION

Position Title:	Risk and Compliance Officer
Department:	Risk and Compliance Department
Reports to:	Manager Risk and Compliance
Location:	nbs, Level 1, ACC Building, Apia, Samoa
Term of Employment:	Permanent Position with six months' probation

Purpose of Position:
(How does the position contribute to the success of the nbs Strategic Goals & Vision?)

The **Risk & Compliance Officer** role is responsible for providing a high standard of support to the Risk and Compliance Department.

Key Responsibilities:

As the Risk & Compliance Officer, your responsibilities include but not limited to:

- Assist with daily and monthly reviews
- Risk governance, assist Manager to implement, embed policy, framework and policy
- Fraud mitigation, provide support to the monitoring, detection and loss prevention strategy.
- Contribute to customer focus and delivery through teamwork and working with other departments.
- Address operational risk and compliance issues

Core Competencies:

- Ability to work with other teams
- Ability to work autonomously and manage multiple tasks at one time.
- Strong analytical skills
    - Critical thinking and problem solving
    - Sound decision making
    - Excellent verbal and written communication skills
    - Excellent stakeholder management skills with the ability to interact with the CEO, Senior Management Team and any external stakeholders
    - Excellent customer service skills – Customer Focus
    - Effective time and priority management.
    - Act with integrity, respect and have high ethical standards and uphold nbs Code of Conduct

Qualifications

- Bachelor's degree in finance/commerce or pursing completion of tertiary studies
- CPA/CA would be an advantage.

Work Experience

- At least five (5) years of direct experience and sound knowledge of banking or finance.
- Banking or experience in the financial services sector an advantage

Remuneration

- This position offers an attractive remuneration package based on qualification and work experience

Reporting, Supervision and Performance Evaluation

- The Risk and Compliance Officer reports to the Manager Risk and Compliance
- Performance will be monitored and evaluated by the Manager Risk and Compliance in consultation with the HR Manager