

The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

COMPLIANCE ASSISTANT

Job Summary: To conduct evaluations of the Bank to assess risk and compliance within the Bank and to ensure the Bank’s operations are in line with the Regulator’s requirements.

Educational Requirements: Associate Degree in Business Administration or any other related field.

Training/Skill Requirements: i) strong organizational skills; ii) detail oriented; iii) flexibility and ability to multitask; iv) analytical and effective problem-solving skills; v) good verbal and written communication skills; vi) proficiency in Microsoft Office; ability to work independently; viii) aware of and compliant with the legal standards established by the Virgin Islands

Experience: i) A minimum of 2 years in a compliance role; ii) experience in Banking is an asset

Primary Responsibilities include, but are not limited to:

1. Provide compliance administrative support in the implementation of policies, and procedures.
2. Provide administrative support in preparing monthly and quarterly reports for Department Meetings, Executive Management and the Board of Directors respectively.
3. Provide administrative support to the Compliance team as it relates to compliance and risk matters.
4. Maintain a tracker to facilitate timely risk assessment reviews of PEP accounts.
5. Assist with daily review of the activity on accounts.
6. Perform daily review of accounts and conduct research to obtain additional information in determining account activity, while documenting results of the investigation and referring to the Internal Control Officer for appropriate attention.
7. Assist with the coordination of regulatory reporting of FATCA, CRS and the International Tax Authority.
8. Assist with the investigation and preparation of Source of Funds reports for review by the Internal Control Officer.
9. Maintain and keep various compliance logs and trackers updated.
10. Assist in maintaining the Complaints Log.
11. Assist with required Anti-Money Laundering training.
12. Assist with the maintenance of a library of compliance resources and ensure the dissemination of all relevant information to the appropriate personnel.
13. Assist with updating and maintaining the Risk Screening platform

Reporting Line: Internal Control Officer

Submission Deadline: 15th February 2024

Interested persons should send their application letter and résumé ONLY via email humanresources@nationalbank.vg to the attention of:

**Mrs. Sophia Berkeley
Chief Human Resources Officer
National Bank of the Virgin Islands Limited
P.O. Box 275
Road Town, Tortola VG1110
British Virgin Islands**

Please call (284) 852-2916 if any further information or clarification is required.