



RISK & COMPLIANCE OFFICER

JOB DESCRIPTION

Job Level & Grade: Professional	Department: Risk & Compliance
Main Location: Port of Spain Head Office	Direct Supervision: Recoveries and Procurement (3)
Reports To: General Manager; Asset Liability, Risk Committee	Last Review Date: October 1st, 2025,

POSITION SUMMARY

The Risk & Compliance Officer establishes, operates and continuously improves the WCU's integrated risk management and compliance programme including Cooperative Societies Act (Chap. 81:03), Anti-Money Laundering (AML) and Combatting the Financing of Terrorism (CFT). The role safeguards the credit union's continued authorization to operate by ensuring statutory/regulatory compliance, byelaw alignment, risk identification and mitigation, timely regulatory reporting (including Suspicious Activity Reports to the FIU), and by embedding a culture of risk awareness. The Officer supports policy development, conducts risk assessments and investigations, delivers mandatory training, and provides clear, actionable reports to Management, the Board and regulators.



CORE COMPETENCIES & RESPONSIBILITIES

Risk Management

- Maintain and own the Risk Register; identify, assess and prioritise risks (operational, credit, market, IT, fraud, AML/CFT and others).
- Design and monitor risk mitigation plans and controls; coordinate periodic risk assessments and scenario testing.

Regulatory Compliance & AML/CFT

- Operate the AML/CFT programme in line with Financial Obligations Regulations, FIU guidance and other relevant laws (KYC/CDD, POCA, reporting obligations).
- Receive, investigate and forward SARs/STRs to the FIU as required.
- Monitor sanctions lists (UN, OFAC, FATF guidance) and maintain source-of-funds registers and required statutory registers.

Policies, Procedures & Bye Laws Support

- Draft, review and maintain compliance and risk policies (including credit, whistleblowing, fraud, ICT risk, vendor risk and AML/CFT procedures).
- Support the Supervisory Committee Bye laws reviews and Board policy updates.

Monitoring, Testing & Assurance

- Conduct compliance testing, spot checks (including cash/ATM/branch/online banking controls and IT security checks), KYC verification and transaction monitoring.
- Liaise with Internal Audit to follow-up remediation actions.

Training, Culture & Stakeholder Engagement

- Design and deliver Board, management and staff training on AML, KYC, e-KYC, POCA, fraud awareness and risk culture.
- Promote whistleblowing and ensure confidentiality protections.

Incident Management & Investigations

- Lead or support internal investigations (fraud, breaches, allegations of misconduct), coordinate with law enforcement/regulators, and produce investigation reports with recommended corrective actions.

Digital & IT Risk Oversight

- Liaise with IT and external vendors to assess cyber, application and third-party risks (including ATM skimming, card fraud, online banking vulnerabilities and Sharetec/Power BI risks) as the credit union pursues digital enablement.

Reporting & Board Liaison

- Prepare clear, evidence-based monthly/quarterly compliance and risk reports for the GM, Asset Liability Risk Committee, and Board, including status of statutory filings, KYC remediation, member risk profiles (SARs/STRs), audit findings, risk trends and recommendations for risk mitigation.

Credit Administration

- Manage the credit and loan lifecycle after approval, ensuring WCU's credit portfolio is properly maintained.
- Oversee adherence to regulations by the credit administration team and report on potential compliance issues to management.
- Develop strategies and processes to address delinquent accounts, as well as to prevent defaults on loans.
- Other related duties.



QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Finance, Accounting, Law, Risk Management, Business Administration or related field.
- Minimum 3–5 years' experience in compliance, AML, audit or risk roles in financial services or credit union,
- Professional certifications (ACAMS, CAMS, CISA, CIA, ACCA or equivalent) or a recognised compliance/AML qualification.
- Experience with Sharetec/core banking systems, transaction monitoring tools and risk reporting.



REQUIRED SKILLS

- Strong technical knowledge of AML/CFT, KYC/CDD, POCA and sanctions screening.
- Excellent report-writing and stakeholder presentation skills with ability to translate technical risk findings into plain-English action plans.
- Independence of judgement and persistence to challenge entrenched behaviours.
- Apply tactful influence with senior staff and Board.
- Investigative skills, attention to detail and evidence-based decision-making.
- Training and coaching ability to build risk awareness across the organisation.



PERSONAL ATTRIBUTES

- High integrity, impartiality and professional skepticism.
- Confident communicator who can influence without alienating.
- Comfortable working alone on complex tasks yet collaborative when cross-functional input is required.
- Commitment to co-operative philosophy and WCU Core Values, with a member-first mindset.



PERFORMANCE STANDARDS

Risk Management

- Maintenance of risk register; percentage of top-10 risks reduced to acceptable residual level.
- Timely implementation and monitoring of risk mitigation plans.

Protect Members' Wealth

- Policies and processes to reduce and maintain delinquency ratio below target.

Regulatory & AML/CFT Compliance

- Completion of statutory filings and regulatory submissions on time.

Policies & Procedures

- Number of compliance and risk policies reviewed annually.

Monitoring & Assurance

- Completion of quarterly compliance testing; closure of audit/compliance findings within agreed timeframes.

Training & Awareness

- Completion of mandatory AML/KYC/POCA training for all staff.
- Improvement in staff risk-awareness scores after training.

Incident Management

- Timely initiation of investigations.
- Submission of final investigation reports within agreed timeframe.

Board & Management Reporting

- Delivery of accurate, evidence-based monthly dashboards and quarterly Board reports.

Credit Administration

- Timely post-approval actions (account updates, repayment scheduling etc.) within agreed timeframe.
- Compliance with established credit policies, procedures and SLAs.



RECEIVED BY:

Name:

Date:

Signature: