



JOB VACANCY

We are recruiting a **Chief Legal and Compliance Officer** and are looking for a self-motivated, critical thinking and results- oriented individual.

POSITION SUMMARY

To ensure that legal and regulatory compliance are maintained at the AffinityPlus Credit Union Limited

CORE DUTIES & RESPONSIBILITIES

- Provides expert legal counsel and guidance to management and key stakeholders.
- Provides legal guidance on a wide range of legal matters such as contracts, regulatory compliance, litigation, employment law, intellectual property and corporate governance.
- Manages relationships with external legal and regulatory bodies; prepares relevant correspondence and acts as liaison officer with external agencies.
- Oversees and develops the Credit Union's compliance programme.
- Collaborates with other departments to create a culture of compliance.
- Conducts reviews of loans approval, disbursements and securities procedures and practices; assuring the efficacy of legal searches on property, directing the preparation of Bills of Sale, Renewals, Releases, Affidavits, Assignments, forms, Valuations and other legal documents as required.
- Participates in and potentially leads internal investigations on compliance issues.

- Manages the internal controls established to ensure that the Credit Union remains compliant within the statutory and regulatory framework applicable to the industry in which it operates.
- Enables the Credit Union to be compliant with international standards, national laws and regulations, internal rules, policies and procedures by initiating and guiding the development of strategies related to statutory and regulatory compliance, Anti-Money Laundering(AML)/Combatting Terrorist Financing and Knowing Your Customer (KYC) protocols.
- Researches, develops, reviews and recommends risk-based changes to Credit Union's policies and procedures.
- Leads the development and maintenance of the Credit Union's Risk Framework, Contracts Management, Policies, Processes and Culture.
- Prepares and conducts AML, CFT and other compliance audits and takes appropriate steps to improve their effectiveness.
- Stays current with changes in legislation affecting the business.
- Builds and leads an effective team of legal and compliance professionals to achieve departmental goals; manages the daily activities, coaches, evaluates, and counsels reporting staff.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws
- Current Legal Practicing Certificate
- Compliance Certification from a recognized Institution
- 5+ years' experience as a lawyer, preferably in both private practice and in-house within an established firm/organisation.
- Experience developing and implementing risk, standards and/or compliance frameworks.

- Demonstrated knowledge of security standards in Barbados; ideally demonstrated knowledge of industry standards for information technology and security.
- Experience with engaging with government agencies on compliance, security, risk and governance issues.
- Proven management of teams that span technical and non-technical individuals/functions.
- Experience with managing communication on incidents; preferably managing incidents.

KEY COMPETENCIES/ SKILLS/ PERSONAL CHARACTERISTICS:

- Ability to learn and implement standards, including new standards over time.
- Excellent written and verbal communication skills.
- Proven ability in developing and delivering training modules.
- Working knowledge of the regulatory and policy framework for corporations; including credit unions is highly desirable.
- Proven track record of being self-directed, possessing the ability to work under pressure, and responding to dynamic demands.
- Energetic self-starter with resilience, pace, interpersonal flexibility and comfort to deal with ambiguity and diversity and change.
- Attributes to succeed within the evolving and sometimes demanding culture of an organisation.
- A high degree of integrity, punctuality, reliability, responsiveness, flexibility, consideration and communication.
- Results-oriented.

Persons interested in applying for the position are invited to submit their applications together with a curriculum vitae by **19 April, 2024** to: The Chief Human Resource and Organization Development Officer.

E-mail Address: jobapplications@affinityplusbb.com

Please place the **name of the post** for which you are applying in the **subject line of the email**.