

POSITION TITLE:	Head of Compliance & Regulatory Affairs (<i>Full Time</i>)
DEPARTMENT:	Compliance
REPORTS TO:	Chief Operating Officer

JOB DESCRIPTION

The Head of Compliance & Regulatory Affairs oversees the corporate compliance program and functions independently. The incumbent reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, management and employees are compliant with the rules and statutory regulations, that company policies and procedures are being followed, and that behaviour in the organization meets the company’s Standard of Conduct. The HCRA monitors and reports results of the compliance/ethics efforts of the company and provides guidance for the Board and the Senior Management team on matters relating to Compliance.

KNOWLEDGE, SKILLS & EXPERIENCE

- A minimum of 10 years experience in a management role;
- A Bachelor’s degree/International Diploma in AML & Compliance
- Demonstrated commitment to high professional ethical standards;
- Exceptional leadership skills;
- Strong decision-making skills with strong business acumen and drive for results;
- Strong analytical and management skills – planning, time management, coordination; people management – coaching, mentoring, capability development, building teams;
- Strong organizational skills with proven ability to multi-task;
- Strong computer skills in Microsoft Office;
- Excellent communication skills, listening, verbal, written and presentations;
- Is a confident and dynamic self-starter who can operate in a fast-paced environment;
- Is able and willing to travel as necessary to all company retail locations throughout The Bahamas, including smaller islands accessible only by boat or small charter aircraft.
- Strong work ethic.

JOB REQUIREMENTS & SKILLS

The Head of Compliance & Regulatory Affairs:

- Develops, initiates, maintains and revises policies and procedures in line with established company policies and regulatory requirements and its related activities to prevent illegal, unethical, or improper conduct;
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution;
- Responds to alleged violations of rules, regulations, policies and procedures by evaluating or recommending the initiation of investigative procedures;
- Acts as an independent review and evaluation body to ensure compliance issues/concerns within the company are being appropriately evaluated, investigated and resolved;
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future;
- Provides reports on a regular basis, and as directed or requested, to keep the Board and senior management informed of the operation and progress of compliance efforts;
- Institutes and maintains an effective compliance communication and training program
- Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness;
- Interprets and disseminates company policy to subordinate personnel; and evaluates employee performance.
- Execute team members performance improvement plans, progressive discipline, and terminations when appropriate;
- Maintains an attitude of flexibility that allows for performance above and beyond parameters of position description;
- Maintains Compliance personnel team job results by counseling and disciplining employees; planning, monitoring, and appraising job results;
- Develops compliance staff by providing information, educational opportunities, and experiential growth opportunities;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed.

DIRECT REPORTS

- Compliance Assistant I
- Compliance Assistant II

EMAIL YOUR RESUME TO:
JAMES.GOMEZ@ECOVIS.BS
DEADLINE: APRIL 15, 2025