



## **CENTRAL BANK OF SOLOMON ISLANDS**

### **APPLICANT INFORMATION PACKAGE**

*This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the SIFIU (CBSI's) values are included.*

#### **1. Role of the Senior Analyst AML/CTF PDCSCD**

The primary role of Senior Analyst AML/CTF SC is to effectively and efficiently lead, motivate and manage the performance of SIFIU, its staff and its external advisors to deliver and to contribute to SIFIU and the CBSI functions and be accountable to the Manager AML/CTF PDCSCD for the responsibilities detailed below.

The job-holder:

- helps the SIFIU meet its responsibilities, effectively and efficiently;
- has primary responsibility for ensuring the effective and efficient delivery of SIFIU's supervision and compliance framework, networking and exchange of information;
- works closely with financial institutions, non-bank financial institutions and designated non-financial businesses and professionals (DNFBPs) to ensure compliance with reporting obligations under the *MLPCAA 2010* and other anti-money laundering laws, regulations, standards and policy guidelines;
- works effectively as part of the SIFIU team reporting to Manager AML/CTF PDCSCD;
- delivers key results in accordance with an annual performance agreement;
- demonstrates the competencies set out in this job description;
- has technical and professional qualifications, skills and knowledge appropriate to the job;
- ensuring that Banks and Financial Institutions that operate within the financial sector and Designated Non-Financial Businesses or Professions (DNFBP) adopt AML programs to take precautions against financial crime;
- carrying out enforcement actions on non-compliance by regulated entities;

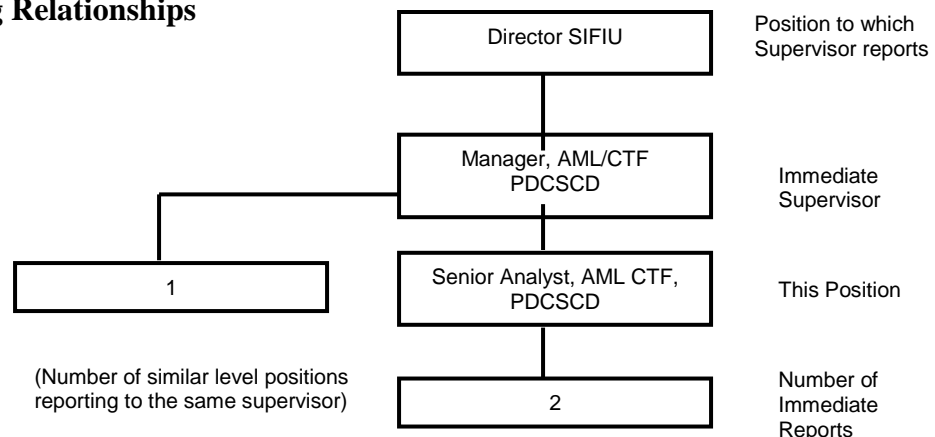
- developing and maintaining policies and procedures for the lodgement and consideration Suspicious Transactions Reporting;
- assessing and making recommendations to the *Director SIFIU* and the *Governor* with regard to non-compliance of AML/CTF policies and requirements under the *MLPCAA 2010*;
- conduct and enforce compliance on money remitters, money changers, licensed mobile network operators and gold exporters under the *MLPCAA 2010*;
- ensuring that breaches of the Act and/or prudential standards which have been referred to SIFIU are pursued through to conclusion;
- ensure that the managed wind-up, closure and licence revocations for licensed institutions is properly undertaken.

## 2. Skills

The Senior Analyst AML/CTF PDCSCD will have:

- **Education:** Degree in Banking / Finance, Accounting, Business, or related fields;
- **Experience:** Three plus years' relevant work experience preferably in the finance / banking / superannuation or life insurance industry;
- **Professional/Technical Skills/Attributes:** A working knowledge of the banking, finance and savings and loans, superannuation or life insurance, securities and general insurance industries and detailed knowledge of at least one of the relevant Acts and prudential standards and a working knowledge of other related legislation, demonstrated management, communication, leadership, experience and skills.

## 3. Reporting Relationships



#### **4. Working Relationships**

The Senior Analyst AML/CTF PDCSCD will:

- be accountable to the Manager AML/CTF PDCSCD;
- be directly responsible for the Analysts AML/CTF PDCSCD;
- be indirectly responsible for other staff within AML/CTF PDCSCD;
- liaise and work closely with the Manager AML/CTF PDCSCD, other Division Managers and staff within SIFIU;
- develop and maintain working relationships with appropriate domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecution authorities, and other appropriate agencies.

#### **5. Authorities and Delegations**

The authority and delegations for the Senior Analyst AML/CTF PDCSCD is within the specified limit from the cost centre.

##### **5.1 Financial: (authority limits, budgets ...)**

*Key Activities includes:*

- no financial authority;
- seek approval of Manager AML/CTF PDCSCD for all administrative matters.

##### **5.2 Staffing: (Authority to recruit, review performance ...)**

*Key Activities includes:*

- ensure that all new staff are provided with appropriate induction training including the vision, mission and strategies of the SIFIU and the CBSI;
- recommend filling of subordinate analyst vacancies;
- recommend reviews of performance appraisal;
- responsible for up to 2 staff;
- identify and implement in consultation with HRCSD TC for staff training and development plans that can be met within Budget.

### **5.3 Policies and Procedures: (Authority to vary policy, recommend change ...)**

#### Key Activities includes:

- no authority to vary policy;
- assist with the formulation, development and continuous review and refinement of policies and procedures for AML/CTF.

## **6. Accountabilities and Responsibilities**

Some of the accountabilities and responsibilities of the role of Senior Analyst AML/CTF PDCSCD are detailed below.

### **6.1 Primary Functional Responsibilities**

#### Key Activities includes:

- assist in ensuring that the AML /CTF policies and procedures of the Bank are applied;
- assist in planning and executing and onsite and offsite supervision of all regulated entities capture within the Act in according with the AML/CTF Act and other relevant AML/CTF laws and regulations;
- form alliance with peer regulators to undertake onsite supervision within their respective entities in accordance to their work plan;
- assist in carrying out enforcement actions on breaches of AML/CTF related issues Assist in ensuring that there is appropriate liaison with SIFIU with regard to AML/CTF;
- assist in assessing and making recommendations to the Director SIFIU with regard to AML /CTF issues;
- assist in conducting and enforcing compliance on AML/CTF;
- assist in ensuring that breaches of the AML/CTF which have been referred to SIFIU by CBSI or other regulatory authorities are pursued through to conclusion;
- manage the risk profile database and update to capture the entities risk profile and recommend for appropriate actions to be undertaken;
- contribute to developing policy guidelines, regulations, procedures, that guideline to effectively facilitate the implementation and enforcement of anti-

money laundering and combating the financing of terrorism framework in Solomon Islands.

## **6.2 Contributory Functional Responsibilities**

### Key Activities includes:

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities during onsite and offsite compliance supervision;
- assist in providing appropriate information to help develop and communicate the SIFIU's and the CBSI's policies, views and operations on supervision and compliance;
- perform other duties relevant to the role as assigned from time to time;
- comply with the requirements of relevant legal statutory and organizational policies and controls;
- maintain and develop own capacity, particularly the level of skills, knowledge and experience required to meet work responsibilities.

## **6.3 Group Management Responsibilities**

### Key Activities includes:

- contribute to the development and communication of SIFIU's strategies and objectives and help monitor their achievement;
- participate in collective advice and decision making on the SIFIU's operational plans and resource allocations;
- contribute to the SIFIU's performance measurement in accordance with the CBSI's practices and policies;
- contribute to performance management for other SIFIU staff, in accordance with the CBSI's practices and policies;
- contribute to change initiatives and programmes and support their implementation
- undertake other specific SIFIU management tasks delegated by the Manager AML/CTF PDCSCD and/or Director SIFIU.

## **6.4 Analysis and Intelligence Management**

### Key Activities includes:

- prepare and implement operational work plans;

- help measure, monitor evaluate and improve operational performance in the SIFIU;
- undertake performance management for all staff under your supervision, in accordance with the CBSI's practices and policies;
- maintain and develop the capacity staff particularly the level of skills, knowledge and experience required to meet responsibilities;
- report to the Manager, AML/CTF PDCSCD and performance is assessed by the same manager with regards to contribution to the achievement of SIFIU's objectives;

### ***Key Competencies***

#### **6.5 Technical Knowledge**

##### ***Key Activities includes:***

- has a high level of technical knowledge related to the job;
- demonstrates a broad understanding and knowledge of financial intelligence and money laundering developments and issues;
- maintains and applies technical professional standard.

#### **6.6 Professionalism and Work Standards**

##### ***Key Activities includes:***

- monitors, measures and continually improves own performance striving for innovation;
- applies "excellence" as standard of performance for self;
- resists acceptance of "substandard" work;
- uses peers to share experiences and improve mutual performance;
- produces work on time;
- be able to work in a team environment.

#### **6.7 Analysis**

##### ***Key Activities includes:***

- secures relevant information, ensures a broad information base;
- compares information, identifies key issues, recognises information gaps/limitations;
- asks appropriate questions to identify/clarify underlying issues/problems/opportunities;

- identifies trends and relationships, draws logical conclusions.

## **6.8 Integrity and Independence**

### Key Activities includes;

- acts on professional level of technical knowledge related to the job;
- maintains technical and professional ethics;
- states facts and opinions as and when appropriate;
- challenges tradition and habits, asks “why” and “why not”.

## **6.9 Discretion and Confidentiality**

### Key Activities includes;

- establishes clear standards of organisation ethics and interpersonal behaviour;
- shows concern for organisation well-being and its internal/external image;
- resists actions/attitudes which undermine agreed standards.

## **6.10 Judgment**

### Key Activities includes;

- checks assumptions and options against facts and generates effective solutions;
- considers the benefits and risks, and long and short term impacts of feasible solutions;
- takes overall organizational priorities into consideration and keeps right people informed.

## **6.11 Communication (Oral or Written)**

### Key Activities includes;

- communicates ideas effectively to a range of individuals and audiences;
- communicates from the receiver’s perspective and facilitates their understanding;
- establishes the benefits of the information or recommendation to other parties;
- possess excellent report writing skills;
- ability to prepare effective reports and undertake sound analysis;
- ability to effectively participate in discussions with internal team members and insurance industry personnel.

## **6.12 Managing the Job**

Key Activities includes:

- allocates resources appropriately, establishes and assigns priorities;
- sets goals systematically, checks progress against goals, takes action as appropriate;
- identifies risks and opportunities, develops contingencies;
- keeps the broader job context in mind.

## **7. Additional Responsibilities**

The Senior Analyst AML/CTF PDCSCD should also be vested with necessary skills and knowledge to provide the additional accountabilities to AML/CTF PDCSCD, SIFIU and the CBSI.

### **7.1 Contribute to the CBSI's long-term and short-term plans**

Key Activities Includes:

- develop the AML/CTF PDCSCD strategies and objectives and help monitor their achievements;
- contribute to the development of the SIFIU's strategies and objectives and help monitor their achievements;
- contribute to the development of the CBSI's long range strategies and objectives;
- participate in collective advice and decision making on SIFIU and the CBSI's operational plans and resource allocations;
- ensure compliance with all legal, statutory and organisational policy requirements.

### **7.2 Ensure the development of the AML/CTF PDCSCD capability**

Key Activities Includes:

- ensure that all new staff are provided with appropriate induction training including the vision, mission and strategies of the SIFIU and the CBSI;
- ensure that all staff are provided with appropriate supervision, compliance analysis training;
- participate in appropriate supervision training;



- participate in the performance management system processes which are carried out for all SIFIU staff;
- identify and implement in consultation with Manager AML/CTF PDCSCD, Director SIFIU and HRCSD TC for staff training and development plans that can be met within Budget.

### 7.3 Assist the Manager AML/CTF PDCSCD in Budget Development

Key Activities Includes:

- assist in the preparation, negotiation, monitoring and reporting on operational work plans and budgets for the AML/CTF PDCSCD in the overall SIFIU budget;
- ensure that there are adequate policies and procedures maintained within the AML/CTF PDCSCD to enable all staff to be able to undertake their duties in an informed, competent and consistent manner.

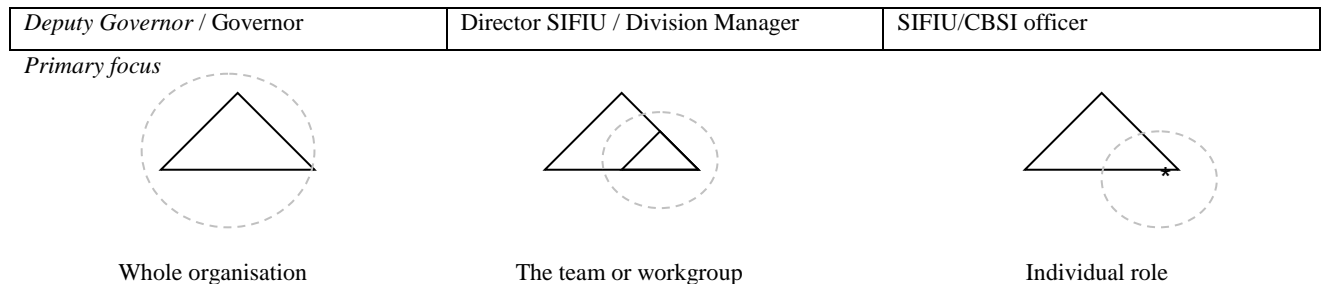
### 7.4 Support the CBSI’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activity Include:

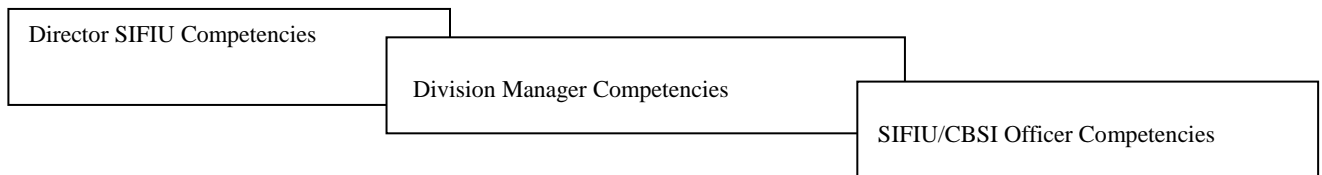
- demonstrates behaviours consistent with the CBSI’s values.

## 8. Requisite Competencies of the Role

### Core Competencies Matrix



**Overlap**



**Core Competencies**

Director SIFIU	Division Manager	SIFIU/CBSI officer
<b>Planning</b>		
<p><input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning</p> <p><input type="checkbox"/> Develops 8 quarter Department plan and budget</p> <p><input type="checkbox"/> Benchmarks the Bank against best practice for the industry</p> <p><input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends</p>	<p><input type="checkbox"/> Develops and reviews the <i>work group's</i> operational and project plans</p> <p><input checked="" type="checkbox"/> Establishes plans to develop core competencies within the work group</p> <p><input checked="" type="checkbox"/> Plans and schedules staff work</p>	<p><input type="checkbox"/> Develops <i>individual</i> task plans in support of work group and project plans</p> <p><input type="checkbox"/> Develops individual development plan to support core values, core competencies and the organisation's policy</p> <p><input type="checkbox"/> Develops plan to up-date and maintain specialist competencies</p>
<b>Organizing</b>		
<p><input type="checkbox"/> Aligns the organisation with its strategic positioning through its:</p> <ul style="list-style-type: none"> <li>- structure</li> <li>- systems &amp; processes</li> <li>- values</li> <li>- leadership focus</li> <li>- strategic projects</li> </ul>	<p><input checked="" type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its:</p> <ul style="list-style-type: none"> <li>- work flow design</li> <li>- position descriptions</li> <li>- team &amp; individual behaviours (in support of corporate values)</li> <li>- work priorities of the group</li> <li>- the application of project management practices</li> </ul>	<p><input type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her:</p> <ul style="list-style-type: none"> <li>- task priorities</li> <li>- personal behaviours</li> <li>- support of team members</li> <li>- the application of basic project management practices</li> </ul>

<b>Decision-making</b>		
<input type="checkbox"/> Determines and confirms delegations and authority levels <input type="checkbox"/> Makes organisation-wide decisions on policy and procedure <input type="checkbox"/> Takes accountability for strategic decisions <input type="checkbox"/> Timely and considered processing of requests and tasks to the overall benefit of BPNG	<input checked="" type="checkbox"/> Acts within delegations <input checked="" type="checkbox"/> Seeks consensus yet leads where necessary <input checked="" type="checkbox"/> Interprets policy for staff in work group <input checked="" type="checkbox"/> Takes accountability for work group decisions <input checked="" type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit	<input type="checkbox"/> Follows directions <input type="checkbox"/> Works co-operatively <input type="checkbox"/> Complies with the organisation's policies and procedures <input type="checkbox"/> Takes accountability for individual task decisions <input type="checkbox"/> Timely processing of requests and tasks
<b>Leadership</b>		
<input type="checkbox"/> Creates a cultural environment that fosters growth, development & innovation <input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness <input type="checkbox"/> Sets an example to the whole organisation <input type="checkbox"/> Takes accountability for the organisation's impact and behaviours <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position	<input type="checkbox"/> Creates a work group environment that fosters growth, development & innovation <input checked="" type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group <input checked="" type="checkbox"/> Sets an example to the work group <input checked="" type="checkbox"/> Takes accountability for the work group's impact and behaviour <input checked="" type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position	<input type="checkbox"/> Demonstrates initiative in supporting growth, development & innovation within the work group <input type="checkbox"/> Contributes to team effectiveness <input type="checkbox"/> Sets an example to work colleagues <input type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position
<b>Performance Management</b>		
<input type="checkbox"/> Promotes and facilitates 'team effectiveness' within and between work groups within	<input checked="" type="checkbox"/> Facilitates team effectiveness within the work group	<input type="checkbox"/> Contributes to team effectiveness <input type="checkbox"/> Seeks clarity of expectation

<p>the organisation.</p> <p><input type="checkbox"/> Provides clear expectations and structure for effective operations management and project management within the organisation</p> <p><input type="checkbox"/> Fosters and mentors people with leadership potential</p> <p><input type="checkbox"/> Monitors and measures key operational systems and strategic projects to improve own and organisational performance</p> <p><input type="checkbox"/> Establishes and maintains controls for the organisation's resources</p> <p><input type="checkbox"/> Participates in the organisation's mandated performance management processes</p>	<p><input checked="" type="checkbox"/> Provides clear expectations and structure for teamwork and individual work</p> <p><input type="checkbox"/> Establishes and maintains controls for work group's resources</p> <p><input checked="" type="checkbox"/> Monitors and measures team processes and projects to improve own and team performance</p> <p><input checked="" type="checkbox"/> Participates in the organisation's mandated performance management processes</p>	<p>and structure for making an effective individual contribution</p> <p><input type="checkbox"/> Participates in the organisation's mandate performance management processes</p>
<b>Relationship management</b>		
<p><input type="checkbox"/> Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations)</p> <p><input type="checkbox"/> Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups)</p> <p><input type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external</p>	<p><input checked="" type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers</p> <p><input checked="" type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups</p> <p><input checked="" type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers</p>	<p><input type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning</p> <p><input type="checkbox"/> Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues (impacting on or impacted by the position's effective functioning).</p>

stakeholders		
<b>Customer focus</b>		
<input type="checkbox"/> Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed <input type="checkbox"/> Monitors, measures, and continually improves the organisation's customer focus <input type="checkbox"/> Seeks regular feedback from key customers of the organisation about their perceptions	<input type="checkbox"/> Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed <input checked="" type="checkbox"/> Monitors, measures, and continually improves the work group's customer focus <input checked="" type="checkbox"/> Seeks regular feedback from key customers of the work group about their perceptions	<input type="checkbox"/> Establishes and maintains a customer focussed orientation in the performance of day-to-day work <input type="checkbox"/> Monitors, measures, and continually improves the own customer focus <input type="checkbox"/> Seeks regular feedback from customers of the position about their perceptions
	<b>Technical Proficiency</b>	
<input type="checkbox"/> Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank officers across functions and within cross-discipline work teams	<input checked="" type="checkbox"/> Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers	<input type="checkbox"/> Focussed specialist and task skills to enable proficient delivery of the technical work required by the position

## 9. Organizational structure of AML/CTF PDCSCD

