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.

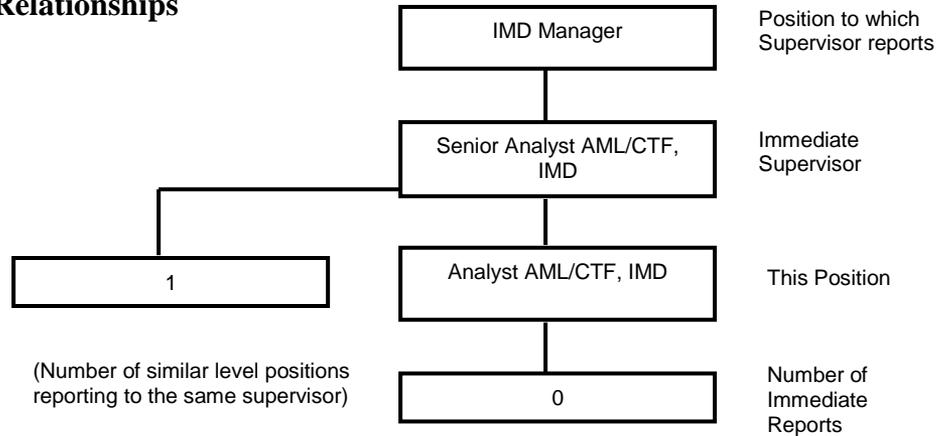1. **Role of the Analyst Financial Institution- IMD**

   The primary role of Analyst AML/CTF IMD is to effectively and efficiently carry out tasks allocated by the superiors and to contribute to the SIFIU and CBSI functions and be accountable to the Senior Analyst AML/CTF IMD for the responsibilities detailed at *item 5* below.

2. **Skills**

   The Analyst AML/CTF IMD will have:

   - **Education**: Degree in Banking / Finance, Accounting, Business, or related fields;

   - **Experience**: Some experience preferably in the finance / banking / superannuation or life insurance /securities /general insurance industry would be valuable;

   - **Professional/Technical Skills/Attributes**: a working knowledge of the banking, finance and savings and loans, superannuation or life insurance industries, securities and general insurance 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

IMD Manager	Position to which Supervisor reports
Senior Analyst AML/CTF, IMD	Immediate Supervisor
1 / **Analyst AML/CTF, IMD**	This Position
(Number of similar level positions reporting to the same supervisor) / **0**	Number of Immediate Reports

Refer also to the full Organisation Chart

4. Working Relationships

The Analyst AML/CTF IMD will:

- be accountable to the Senior Analyst or Manager AML/CTF IMD;

- be establishing a good working relationship with other colleagues within the AML/CTF IMD as well as other SIFIU staff;

- liaise and work closely with the AML/CTF IMD Manager, Senior Analysts and staff at SIFIU;

- work, as required, with staff in the SIFIU and CBSI;

- develop and maintain working relationships with domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecution authorities, and other appropriate agencies.

5. Key Attributes, Competencies and Accountabilities

The following are some of the key attributes, competencies and accountabilities which the Analyst, AML/CTF IMD will perform in this role.

5.1 Primary Functional Responsibilities

Key Activities includes;

- manage SIFIU's intelligence and database management systems and analysis;
- manage the reporting and information exchange framework to ensure continuous flow of financial information between financial institutions, law enforcement authorities and the SIFIU;

- manage the SIFIU's financial intelligence management database systems effectively and efficiently;

- manage cross-border currency reporting framework and work closely with relevant authorities in Solomon Islands and abroad as required under the MLPCAA 2010;

- examine, monitor and report on serious crimes, money laundering and the financing of terrorism in order to enhance Solomon Islands financial system integrity and stability;

- manage case management and intelligence dissemination system for relevant domestic and overseas law enforcement and prosecution authorities;

- assist in the detection and deterrence of money laundering, financing of terrorism and other serious criminal activities;

- manage the SIFIU databases, graphs and other tools used to perform key activities;

- help financial and regulatory institutions apply professional practices, procedures and standards to meet their responsibilities under the *MLPCAA 2010*, and other anti-money laundering and terrorist financing laws;

- help prepare and disseminate contingency plans that effectively and efficiently respond to possible crisis in the financial intelligence system;

- identify and evaluate existing and potential issues arising from the financial intelligence system and disseminate these in a timely manner;

- help specialist investigations of law enforcement authorities by supporting and providing appropriate financial intelligence and information;

- provide for the protection of customer information and other intelligence matters;.

5.2 Contributory Functional Responsibilities

Key Activities includes;

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities and facilitate the prosecution of offenders;

- assist in providing appropriate information to help develop and communicate the SIFIU's and the CBSI's policies, views and operations on the financial intelligence;

- 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.

5.3 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 standards.

5.4 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.

5.5 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.

5.6 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".

5.7 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.

5.8 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.

5.9 Communication (Oral or Written)

Key Activities includes;

- communicates ideas effectively to a range of individuals and audiences;
- 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.

5.10 Support the CBSI's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.
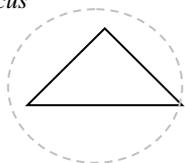
Key Activity includes;

- demonstrates behaviours consistent with the CBSI's values.
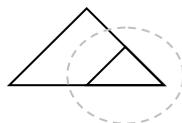
6. Requisite Competencies of the Role

Core Competencies Matrix

Deputy Governor / Governor	Director SIFIU / Division Manager	SIFIU/CBSI officer
Primary focus		

Whole organisation · The team or workgroup · Individual role
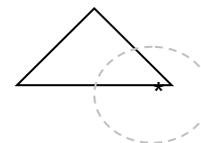
Overlap

Director SIFIU Competencies

Division Manager Competencies

SIFIU/CBSI Officer Competencies
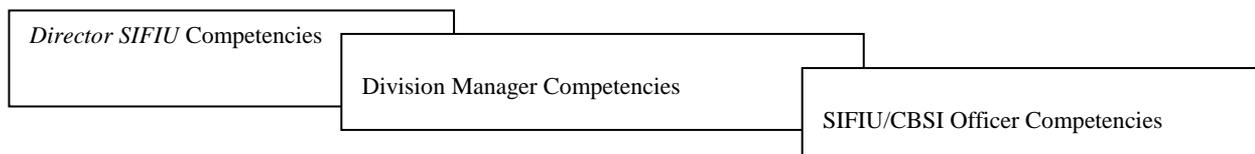
Core Competencies

Director SIFIU	Division Manager	SIFIU/CBSI officer
Planning		
[ ] Participates in the development of the *organisation's* strategic planning [ ] Develops 8 quarter Department plan and budget [ ] Benchmarks the Bank against best practice for the industry [ ] Establishes a plan to develop and maintain a broad awareness of industry and market place trends	[ ] Develops and reviews the *work group's* operational and project plans [✔] Establishes plans to develop core competencies within the work group [✔] Plans and schedules staff work	[ ] Develops *individual* task plans in support of work group and project plans [ ] Develops individual development plan to support core values, core competencies and the organisation's policy [ ] Develops plan to up-date and maintain specialist competencies
Organizing		
[ ] Aligns the organisation with its strategic positioning through its: - structure - systems & processes - values - leadership focus - strategic projects	[✔] Aligns the work group with the organisation's strategic positioning through its: - work flow design - position descriptions - team & individual behaviours (in support of corporate values) - work priorities of the group - the application of project management practices	[ ] Aligns individual contribution with the work group's commitments through his/her: - task priorities - personal behaviours - support of team members - the application of basic project management practices

Decision-making		
[ ] Determines and confirms delegations and authority levels [ ] Makes organisation-wide decisions on policy and procedure [ ] Takes accountability for strategic decisions [ ] Timely and considered processing of requests and tasks to the overall benefit of BPNG	[✔] Acts within delegations [✔] Seeks consensus yet leads where necessary [✔] Interprets policy for staff in work group [✔] Takes accountability for work group decisions [✔] Timely processing of requests and tasks to the benefit of the department/unit	[ ] Follows directions [ ] Works co-operatively [ ] Complies with the organisation's policies and procedures [ ] Takes accountability for individual task decisions [ ] Timely processing of requests and tasks
Leadership		
[ ] Creates a cultural environment that fosters growth, development & innovation [ ] Fosters organisation-wide co-operation and relationship effectiveness [ ] Sets an example to the whole organisation [ ] Takes accountability for the organisation's impact and behaviours [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Creates a work group environment that fosters growth, development & innovation [✔] Facilitates co-operation and relationship effectiveness with the work group [✔] Sets an example to the work group [✔] Takes accountability for the work group's impact and behaviour [✔] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Demonstrates initiative in supporting growth, development & innovation within the work group [ ] Contributes to team effectiveness [ ] Sets an example to work colleagues [ ] Takes accountability for individual impact on self and others of personal behaviour [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position
Performance Management		
[ ] Promotes and facilitates 'team effectiveness' within and between work groups within the organisation. [ ] Provides clear expectations and structure for effective operations management and project management within the organisation [ ] Fosters and mentors people with leadership potential [ ] Monitors and measures key operational systems and strategic projects to improve own and organisational performance [ ] Establishes and maintains	[✔] Facilitates team effectiveness within the work group [✔] Provides clear expectations and structure for teamwork and individual work [ ] Establishes and maintains controls for work group's resources [✔] Monitors and measures team processes and projects to improve own and team performance [✔] Participates in the organisation's mandated performance management processes	[ ] Contributes to team effectiveness [ ] Seeks clarity of expectation and structure for making an effective individual contribution [ ] Participates in the organisation's mandate performance management processes

controls for the organisation's resources [ ] Participates in the organisation's mandated performance management processes		

Relationship management		
[ ] Establishes and maintains effective relationships with key stakeholders *external* to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations) [ ] Establishes and maintains effective relationships with key *internal* stakeholders (e.g. peers, employee groups) [ ] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders	[✔] Establishes and maintains effective relationships with the work group's internal and external customers and suppliers [✔] Establishes and maintains effective working relationships with peers and people in other work groups [✔] Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers	[ ] Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning [ ] 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).

Customer focus		
[ ] Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed [ ] Monitors, measures, and continually improves the organisation's customer focus [ ] Seeks regular feedback from key customers of the organisation about their perceptions	[ ] Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed [✔] Monitors, measures, and continually improves the work group's customer focus [✔] Seeks regular feedback from key customers of the work group about their perceptions	[ ] Establishes and maintains a customer focussed orientation in the performance of day-to-day work [ ] Monitors, measures, and continually improves the own customer focus [ ] Seeks regular feedback from customers of the position about their perceptions

Technical Proficiency		
[ ] 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	[✔] Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers	[ ] Focussed specialist and task skills to enable proficient delivery of the technical work required by the position

7. Organisational Structure of AML/CTF IMD

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                    │  Manager AML/CTF    │
                    │       IMD           │
                    └─────────────────────┘
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    ┌─────────────────┐              ┌─────────────────┐
    │ Senior Analyst  │              │ Senior Analyst  │
    │  AML/CTF IMD    │              │  AML/CTF IMD    │
    └─────────────────┘              └─────────────────┘
          │                                │
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│ Analyst │ │ Analyst │         │ Analyst │ │ Analyst │
│ AML/CTF │ │ AML/CTF │         │ AML/CTF │ │ AML/CTF │
│   IMD   │ │   IMD   │         │   IMD   │ │   IMD   │
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