



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Analyst AML/CFT Supervision & Compliance Division (SCD)
Reporting to	Senior Analyst AML/CFT SCD
Location	Port Moresby, Papua New Guinea
Salary range	TBA
Employment Type	TBA

Role Description:

The primary role of the Analyst AML/CFT SCD is to effectively and efficiently carry out tasks allocated by the superiors and to contribute to the FASU and BPNG functions and be accountable to the Senior Analyst AML/CFT SCD for the responsibilities listed below.

Responsibilities:

✓ **Primary functional responsibilities**

Key Activities

- Assist in ensuring that the AML/CFT policies and procedures of the Financial Institutions and DNFBPs are applied
- Assist in carrying out enforcement actions on breaches of AML/CFT related issues
- Assist in assessing and making recommendation to the Manager SC with regard to AML/CFT

✓ **Contributory functional responsibilities**

Key Activities

- 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 FASU's and the Bank's policies, views and operations on the financial intelligence
- Perform other duties relevant to the role as assigned from time to time

✓ **Technical Knowledge**

Key Activities

- 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

✓ **Professionalism and Work Standards**

Key Activities

- Monitors, measures and continually improves own performance striving for innovation
- Applies 'excellence' as standard of performance for self
- Resists acceptance of 'substandard' work

✓ **Analysis**

Key Activities

- Secures relevant information, ensures a broad information base
- Compares information, identifies key issues, recognises information gaps/limitations
- Identifies trends and relationships, draws logical conclusions

Requirements:

The Analyst AML/CTF SCD will have a:

- ✓ **Education and Qualification**
 - Degree in Banking/Finance, Accounting, Business or related fields from a recognized institutions
- ✓ **Working Experience:**
 - Four (4) plus years' relevant experience preferably in the finance/banking/superannuation or life insurance/securities/general insurance industry.
 - Have Fair and Basic knowledge and understanding around Anti-Money Laundering and Counter Terrorism Financing
- ✓ **Skills/Attributes, Competencies**
 - Analytical thinking skills
 - Problem-solving and critical thinking skills
 - Excellent communication skills
 - Ability to understand and interpret the meaning of data and draw meaningful insights
 - Data Analysis skills
 - Organizational skills
 - Attention to detail
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Working Relationship

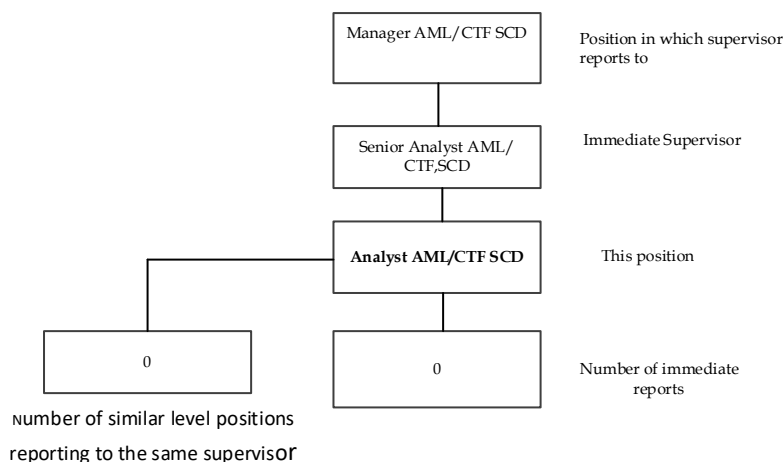
The Analyst AML/CTF SCD will establish and maintain the following internal and external relationships

- ✓ **Internal relationship**
 - Be accountable to the Senior Analyst or Manager AML/CTF SCD
 - Establishing a good working relationship with other staff within the AML/CTF IMD as well as other FASU staff
 - Liaise and work closely with the Senior Analyst AML/CTF SCD Manager AML/CTF SCD and staff of FASU
- ✓ **External relationship**
 - Work with 3rd party service providers
 - Develop and maintained relationship domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecutions authorities, and other appropriate agencies

Authority Levels:

- **Financial Authority:** No Financial Authority
- **Staffing:** No staffing Authority
- **Policy/Procedure:**
Assist to vary policy in line with statutory requirements

Reporting Relationship



<u>Function</u> Governance	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution	<u>KRA 9.1-9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1-10.5</u> We understand the Bank's future needs and are preparing the workforce to meet new challenges.
<u>Bank Values:</u> • Integrity – with integrity we build good governance and credibility. • Transparency – with transparency our decisions stand scrutiny. • Accountability – through accountability we take responsibility for our decisions and actions. • Efficiency – with efficiency we produce quality results on time and on budget • Professionalism – through professionalism we strive for best practice. • Team work – through team work we benefit from sharing skills, knowledge and experience.	