



CITIZENSHIP BY INVESTMENT UNIT

1st Floor, Ministry of Finance Building, P.O. Box 597, Golden Rock, St Kitts, St Kitts and Nevis, West Indies

SENIOR DUE DILIGENCE OFFICER

POSITION: SENIOR DUE DILIGENCE OFFICER

DEPARTMENT/DIVISION: DUE DILIGENCE AND COMPLIANCE

REPORTS TO: MANAGER DUE DILIGENCE

SUPERVISES: JUNIOR DUE DILIGENCE OFFICER

JOB PURPOSE: The Senior Due Diligence Officer assists in performing an ongoing assessment and implementation of the Due Diligence Program within the Unit, making recommendations where necessary to facilitate the enhancement of regulatory knowledge within the Unit.

The Senior Due Diligence Officer is responsible for providing support to the Manager Due Diligence in overseeing Due Diligence at the Citizenship by Investment Unit (CIU). The individual will assist with the design, implementation and evaluation of the Due Diligence Program. The Due Diligence Department is responsible for ensuring that the Unit is conducting due diligence of applicants in full compliance with all relevant laws and regulations and that the Unit's employees are complying with its internal policies and procedures ensuring the highest levels of integrity, transparency and governance.

Duties and Responsibilities

- Supervise the Junior Due Diligence Officer in the execution of their duties.
- Assist with the development, implementation and enforcement of the Due Diligence Program.
- Conduct due diligence checks for client files and transaction.
- Keep records of all client's due diligence information and transaction.
- Assist with the review and monitoring of the activities to ensure Management and staff are in line with policies.
- Assist with conducting risk assessments.
- Make recommendations for improvements and to correct deficiencies and areas of noncompliance identified.



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- Identify risks and make recommendations to address risks identified.
- Assist with updating of policies, procedures and manuals.
- Assist with employee training.
- Assist with updating of internal processes and procedures as required due to regulatory changes.
- Participate in AML/CFT seminars, conference and workshops to improve job knowledge.
- Keep records of all client's due diligence information and transactions.
- Maintain an understanding of regulatory requirements.
- Keep updated with regulatory changes.
- Provide support and guidance to employees on Compliance Matters.
- Keep a record of all findings.
- Prepare and submit report of findings.
- Update department logs.
- Assist with regulatory examinations, enquiries and investigations, where necessary.
- Assist with product reviews.
- Perform other duties as assigned and deemed necessary to meet department's objectives.
- Achieve or exceed key performance indicators (KPIs) set by executive leadership.

Qualifications and Experience

- A range of 2 -5 years' related experience.
- An associate's degree in accounting, finance, banking or related area would be an asset.
- Certification in AML/CFT would be an asset.

To Apply

Please submit your CV and a cover letter attention:



SK&N
St Kitts & Nevis
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Attention: The Board of Governors of Citizenship By Investment

P.O. Box 597

1st Floor Ministry of Finance Building

Golden Rock

St Kitts, West Indies

Online Applications:

Email: boardofgovernors@sknciu.com