



JOB OPPORTUNITIES – TONGA DEVELOPMENT BANK

We are looking for new talents!

The Tonga Development Team is looking for dynamic and self-starting individuals to fill the following positions;

1. **NRBT Reporting, Governance, SWIFT & Fraud Officer**

Post Title: NRBT Reporting, Governance, SWIFT & Fraud Officer (1 position). The position reports directly to the Manager Compliance.

Responsibilities and Duties

The Primary Role of the NRBT Reporting, Governance, SWIFT & Fraud Officer are as follows:

- Responsible for the global development and implementation of the Bank's compliance program relating to regulatory requirements of the NRBT under the Banking Act 2020. Work independently reviews and support by protecting the Bank from legal, regulatory, and reputational risk regarding business to prevent fraud and avoid potential liabilities.

Principal Accountabilities include, but are not limited to:

1. Ensure that the effectiveness and timely submission of the Bank and the Subsidiary's NRBT Reports by accurately preparing.
2. To ensure organisational policies are up to date and workplace practices are in alignment with the Corporate Governance Frameworks to ensure all relevant legal and statutory requirements are met.
3. To provide administration and clerical support to the team to prevention, detection and investigation of all allegations of fraud received.
4. Participate in the completion of the risk assessment processes, anticipating possible challenges and managing effectively available resources.
5. To assist Manager Compliance & Reporting in effective undertaking special projects tasks as assigned from time to time.

Requirements

- Degree in Accounting, Business Administrations or Legal from a recognized university.
- Strong Analytical Skills
- Ability to set priorities, simultaneously handle multiple tasks and meet deadlines
- Excellent analytical and problem-solving skills.
- Legal background.
- Possess excellent communication skills both oral and written

Post is placed at **Salary Band 7** of the TDB Band Structure (**TOP 24,576 per annum – TOP \$36,864 per annum**). Entry level will base on experience and qualification.

The Application Form can be collected at your nearest TDB Office. Completed applications to be addressed to:

CEO
Tonga Development Bank
Fatafehi Road
NUKU'ALOFA

Deadline for all applications will be Friday 20th January, **2023, by 4pm.**