



**OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK**  
**COMPLIANCE & MONEY LAUNDERING OFFICER – HEAD OFFICE, NUKU’ALOFA**

Applications are invited from suitably qualified candidates for the position of Compliance & Money Laundering Officer, Head Office.

The position of Compliance and Money Laundering Officer - Head Office is responsible for the global development and implementation of the Bank's compliance program relating to economic sanctions. Also provide support in protecting the Bank from legal, regulatory, and reputational risk regarding business involving sanctioned entities and / or countries. The Compliance & Money Laundering Officers main accountabilities include the following;

1. Ensure that the Bank and APP TDB Limited adhered to it's AML policies and the regulatory requirements is fulfilled at all times:
  - (a) Exercising oversight responsibility for the Bank's compliance and integrity program and the Audit Committee as appropriate. Report on compliance matters to the compliance officer, and assist the compliance officer in reporting on such matters to the Chief Executive Officer of the Corporation and to the Audit Committee of the Board of Directors and to the full Board of Directors.
  - (b) Keeping abreast of new rules, regulations and reputational risks to develop implement and revise current policies and procedures
  - (c) To investigate transactions and name matches escalated from Operations to Compliance for potential sanctions, AML, or policy violations.
  - (d) Liaising with Business and Legal counsels to provide guidance on AML issues
  - (e) Conducting research and analysis on inquiries/escalations from business groups and escalate clients that are subject to negative media from research due diligence
  - (f) Supporting Operations and Lending by providing AML expertise
  - (g) Ensures coordination with other departments and subsidiary including legal, internal audit, security, human resources, and information technologies to ensure effective implementation of the compliance and integrity program.
  - (h) Implement and driver those working in the compliance and integrity program.
2. To ensure that the staff and community are aware of the AML and the legislative requirements:
  - (a) Working with operational units to assure appropriate implementation of anti-money laundering policies
  - (b) Coordinate with other departments involved with external liaison functions, to ensure an understanding by outside audiences of the company's commitment to compliance and integrity.
  - (c) Providing AML training to all staff on quarterly basis. Assisting with AML audit and related activities.
  - (d) Work directly with customers when required by performing screening and monitoring customer accounts to identify possible risks.
  - (e) Maintaining a thorough and current understanding of the regulatory environment and actively participating in processes both internally and externally, to affect change beneficial to the Bank.
3. To assist in preparing accurately and timely submission of the statutory reports to the stakeholders inclusive of Corresponding Banks as require:
  - (a) Compiling and preparing on going AML questionnaires and reviews from Corresponding Banks, Kiwi Banks and all Banks as and when required;
  - (b) Updating Corresponding Banks and Kiwi Banks and all Banks in the material changes that may require

there noting;

- (c) Ensuring reports such as Annual Reports, Half Yearly Reports are submitted to relevant stakeholders within the timeframe;
- (d) Maintaining an updated “monitoring schedule” containing a statutory compliance issues related to TDB arising out of these legislations be in the diary and be closely monitored.
- (e) Recommend to the MCR actions to be taken for any findings of misconduct and of weaknesses in the compliance and integrity program are responded to promptly and effectively.

4. Participate in the completion of the risk assessment processes, anticipating possible challenges and managing effectively available resources.

- (a) Monitor and screen customer activity against data reported on Dow Jones and NRBT lists.
- (b) Analyze data obtained to perform statistical analysis and report results to higher management.
- (c) Respond to questions and inquiries from the business unit related to PEP and possible sanctioned persons/ entities matches.
- (d) Make recommendations on remedial actions if required.

5. To assist Manager Compliance in effective undertaking special projects tasks as assigned from time to time in order to:

- (a) Meet the required project objectives and targets timeframes.
- (b) Identify problem areas and recommend solutions for the smooth undertaking of the project.
- (c) Assist in achieving an effective implementation once the project is satisfactorily completed.
- (d) And perform any other duties as assigned from time to time by his/her superior.

**Qualifications:** A Diploma in Accounting/Business or Legal are desirable.

**Remuneration:** The post of Compliance and Money Laundering Officer is at Band 8 with a salary scale ranging from TOP\$21,722pa to \$32,583per annum. The entry point will depend on qualification and working experience being brought to the job.

**Benefits:** Attractive benefits are also available including staff loans, retirement fund scheme and excellent opportunities for advancement.

**Please ensure that your application is through your Divisional Manager then pass on to HR.**

**Deadline :** Deadline for All applications is Friday 26 September **2025, 4pm.**