



JOIN TONGA DEVELOPMENT BANK – SHAPE THE FUTURE OF BANKING IN TONGA

Applications are invited from suitably qualified and experienced candidates for the position of Manager Compliance, based at the Tonga Development Bank's Head Office and reporting directly to the Chief Executive Officer.

Role Purpose

The Manager Compliance is responsible for ensuring the Bank and its subsidiary comply with all statutory, regulatory, and prudential reporting requirements. The role also supports corporate governance, AML/CFT compliance, and regulatory reporting obligations to NRBT, Government agencies, and overseas regulators.

Key Responsibilities

The successful applicant will be responsible for:

- Coordinating and ensuring timely and accurate statutory reporting to NRBT, Ministry of Finance, Companies Office (Tonga, NZ, Australia), and other regulators
- Overseeing AML/CFT compliance activities, including suspicious transaction monitoring and reporting to FIU/TRA
- Maintaining regulatory registers including unclaimed monies, share register, directors' interests, and compliance records
- Ensuring compliance with corporate governance policies, legislation, and banking regulations
- Managing correspondence and compliance requirements with correspondent banks, SWIFT, Currency Cloud, Visa, and other international partners
- Monitoring regulatory deadlines and maintaining a compliance tracking system
- Supporting insurance renewals, asset coverage reviews, and claims processing
- Support the Chief Risk Officer in delivering regulatory, governance, and operational initiatives

Skills and Experience

Key Requirement

These are the essential baseline expectations required for the role.

- Strong knowledge of AML/CFT requirements and banking regulatory frameworks
- Experience in statutory and regulatory reporting processes
- Understanding of corporate governance and financial compliance obligations
- Ability to work under strict deadlines in a highly regulated environment
- High level of integrity, confidentiality, and professional conduct
- Ability to operate effectively in a compliance-driven banking environment

Key Attributes

The ideal candidate will demonstrate:

- Strong integrity, professionalism, and ethical judgement
- High attention to detail with strong analytical and problem-solving ability
- Effective communication and stakeholder management (including Board/regulators)

- Ability to work under pressure with strong planning and time management
- Self-driven with ability to work independently and take ownership

Qualifications : Relevant Tertiary qualification in Accounting, Finance, Law, Compliance, or related field. A minimum of 5 years' experience in regulatory compliance, banking operations, or financial services is required, with 7+ years and leadership experience considered an advantage.

Remuneration: The post of Manager Compliance is classified at Band 5 with a salary scale ranging from TOP\$37,907 to \$56,860per annum, depending on experience and qualifications.

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

Applications: Internal Candidates interested in this role should submit their applications through their Managers.

Deadline : Deadline for All applications is Friday 22 May 2026, 4pm.

For further enquiries, contact Human Resource division, Head Office at phone 23-333.