

Position Title **COMPLIANCE OFFICER**
Department: Compliance
Reports to: Board of Trustees and President & CEO

Job Summary:

Compliance Officer ensures the Association is in compliance with the rules and regulations of regulatory agencies (*i.e.*, Insurance Commission, Securities and Exchange Commission, Anti-Money Laundering Council, among others), that company policies and procedures are being followed, and that behavior in the organization meets the Company's Standards of Conduct.

Duties and Responsibilities:

1. Monitors, review, evaluates and ensures the compliance by the corporation, its officers and directors with the relevant laws, this Code, rules and regulations and all governance issuances of regulatory agencies;
2. Ensures timely submission of covered transaction reports to AMLC and facilitates periodic or annual training or orientation on Anti-Money Laundering, etc.;
3. Collaborates with other departments to properly address compliance issues, which may be subject to investigation;
4. Collaborates with the President & CEO in the monitoring of compliance activities to senior management's directive;
5. Reports the matter to the Board if violations are found and recommends the imposition of appropriate disciplinary action;
6. Identifies potential areas of compliance vulnerability and risk, develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future;
7. Provides reports on a regular basis, and as directed or requested, to keep the Board and senior management informed of the operation and progress of compliance effort;
8. Reports any new relevant laws, rules and regulations, and jurisprudential developments that will likely affect the Association's operation;
9. Responsible in the organization, implementation and direction of legal corporate activities of the company according to higher management directive in order to achieve business goals;
10. Ensures the integrity and accuracy of all documentary submissions to regulators;
11. Maintains documentation of compliance activities, such as complaints received or investigation outcomes; and,
12. Performs other tasks and duties as may be assigned by the Association.

Skills and Qualifications:

1. The candidate must have a Bachelor's degree, with Accounting or Law background, preferably with professional license, e.g. Lawyer, CPA.

2. He/she must have comprehensive knowledge in statutory and regulatory requirements affecting the Association.
3. He/she must have good and effective communication skills, both written and oral, particularly in the context of delivering clear and concise recommendations and feedback.
4. He/she must have knowledge in banking operations both internal and branch operations.
5. He/she must possess strong analytical, and management and problem-solving skills.
6. He/she must have the ability to work effectively, under pressure, as well as autonomously and as an effective member of a dynamic team.
7. He/she must be persuasive with details and facts.
8. He/she must have excellent organizational and time management skills.
9. He/she must have knowledge in computer applications.
10. He/she must have the ability to handle highly sensitive and confidential information.
11. He/she must be professional and work with the highest degree of integrity.