



Toledo Teachers Credit Union, Ltd.
Queen Street, Punta Gorda Town
Post Office Box 95 | Toledo District, BELIZE C. A.
Phone Nos: (501) 722 2522, 722 0060, 722-0056, 671-0856
E-mail: membercare.mn@ttcupg.org

JOB VACANCY

Applications are invited from interested and suitably qualified individuals to fill the position of **Assistant Compliance Officer** at our Toledo Teacher's Credit Union Head Office in Punta Gorda Town, Toledo District.

Key Responsibilities:

- Act as the Alternate Compliance Officer when necessary
- Develop/update compliance policies and procedures.
- Report directly to the FIU AS PER REQUIREMENTS & as may deem necessary.
- Develop a program to communicate policies and procedures to employees, management, and directors.
- Monitor staff compliance with the policies and procedures contained in the CU's Anti Money Laundering (AML) Manual
- Receive internal reports and consider them to determine whether they give rise to knowledge or suspicion of money laundering or terrorist financing.
- Monitor the accounts of members (updating, economic profile, risking, etc.).
- Act as liaison where the CU is required to act in accordance with the instructions of the law enforcement authorities.
- Liaison to discuss with the CBB or the FIU matters pertaining to the AML/CFT functions.
- Develop Training Content for Staff

Education and other requirements:

- Associates Degree in Business Science/Management
- Anti-Money Laundering Certified Associate (certificate course) an asset.
- Possession of a class A driver's license is an asset.
- Requires general knowledge of financial institution's operations, regulations, and services.
- Possess one to three years of specific or related experience with the ability to demonstrate honesty, integrity, credibility, confidentiality, and responsibility.

Salary: Negotiable based on qualification and experience.

Application Requirements: Letter of Application along with Resume, Copies of Degrees and relevant Certificates, two (2) recent letters of Recommendation, recent Police Record, copy of Social Security Card or Passport, copy of valid Driver's License and recent Medical Certificate must be sent to General Manager – Toledo Teacher's Credit Union.

Application packages can be sent to:

Mr. Leopoldo Romero
General Manager
Queen Street
Punta Gorda Town
Toledo District, Belize

Deadline for submission of application: **January 31st, 2025**

Applications can also be sent electronically with subject title "**Assistant Compliance Officer Vacancy Application**" to careers@ttcupg.org.

Toledo Teachers Credit Union is a viable, innovative, socially responsible and transparent financial institution that provides the most efficient, reliable, convenient and competitive financial services to its member-owners and community through education, the use of modern technology, good governance and sound financial management practices.