



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: COMPLIANCE OFFICER
MINISTRY: FINANCE, INVESTMENT AND TRADE
DEPARTMENT: FINANCIAL TRANSACTIONS INFORMATION EXCHANGE
LOCATION: GRAND TURK

JOB SUMMARY:

The post holder will report to the Deputy Director of Exchange of Information and will be responsible for assisting with the full range of competent authority functions, including the implementation of new agreements, the execution of requests, the making of compliance examination, and the handling of legal and enforcement issues arising from any aspect of the competent authority's work. Aspects of the post will also include the consideration of both legal and practical implementation issues relating to new and ongoing international developments, such as the proposed Common Reporting Standard, the EU Directives, the OECD Peer Review process, and other initiatives including the implementation of FATCA – Foreign Accounts Tax Compliance Act – US, and the EU Economic Substance Requirements monitoring.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist in ensuring the lawful and effective implementation of all new tax information agreements, OECD international tax directives, CRS reporting, BEPS Inclusive Framework, FATCA initiative, EU Tax directives, including;
2. Assist in the performance of all competent authority functions in accordance with the Tax Information Exchange Law and tax information agreements, including;
3. Reviewing and providing compliance analysis of financial accounting information received from Reporting Financial Institutions to ensure compliance with the requirements of CRS reporting, FATCA & BEPS reporting relevant laws and agreements;
4. Provide summary reports on financial data sent to all Competent Authority counterparts.
5. Visit and examined business records of Reporting Financial Institutions on data submitted to the Competent Authority.
6. Assist in the performance of competent authority functions in accordance with the reporting of European Union Law and related agreements with each European Union member state, including:
7. Collecting, analyzing and compiling financial accounting information received from the business sector for submitting to treaty partner(s).
8. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plan resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.





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9. Monitors, and as necessary, coordinates compliance activities of the Financial Institutions to remain abreast of the status of all compliance activities and to identify trends.
10. Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
11. Prepare management reports regarding compliance operations and progress.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

This position requires Bachelor's degree or the equivalent in the fields of Accounting/Taxation and a sound background in legal services particularly, the financial services sector and the public service.

Experience:

This position requires at least five (5) years on the job experience to acquire the necessary expertise to respond effectively to the challenges of the functions.

This experience should span across:

An understanding of the global dynamics and current developments in the arena of financial services and international financial services initiatives / tax cooperation would be an advantage.

The most appropriate industry experience for the incumbent comprise:

Banking

Management Consultancy

Public Finance

Corporate Finance & International Taxation

SALARY: Grade 7.1- \$42,853.20 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a





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copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable).
Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

