



Vacancy Notice No. 14 of 2018

Enforcement Officer – Legal and Enforcement Division

Reports To

Head of Enforcement

Job Overview

Assists with carrying out the enforcement function of the Commission towards enhancing the quality and effectiveness of the Commission in its statutory and strategic objectives.

General Responsibilities and Duties

- Assists with the investigation of complaints and reports concerning the conduct of financial services business in, or from within, the Territory.
- Prepares letters, reports, memoranda, minutes, presentations and papers.
- Actions instructions and directions from the Enforcement Committee.
- Conducts research in relation to ongoing investigations and breaches of financial services legislation through databases, engagement with domestic and foreign regulatory authorities and law enforcement agencies.
- Monitors activities within the financial services industry to determine possible trends, patterns or issues in relation to breaches of financial services legislation, financial crimes impacting the BVI and other threats that may adversely impact the BVI.
- Contributes to the development of relevant procedures and processes towards the enhancement and efficiency of the Commission's enforcement function, rules and procedures and make proposals for legislative improvements to the BVI's financial services legislative and enforcement framework.
- Maintains accurate documentation and case files, on all investigations, case analyses, enforcement actions, and other job related activities.
- Participates in other areas related to the enforcement function of a regulatory authority, including contributing to initiatives of supranational organisations to which the Commission and/or the BVI may have an interest.
- Any other duties relative to the objectives of the Commission.

Qualifications

- Bachelor's degree with a background in business, finance or accounting, law enforcement or other relevant area or equivalent qualification.
- A recognised certification in fraud or financial investigation would be an advantage.
- At least 3 years of experience of investigative and enforcement work within a regulatory body or in the legal, audit, finance, law enforcement, fraud and forensic or compliance field.
- Detailed knowledge and application of financial services legislation, anti-money laundering laws, regulations, guidelines regimes, policies and procedures.



Vacancy Notice No. 14 of 2018

- Ability to develop investigative plans and implement or direct the implementation of the plans.
- Active participation on investigative teams and work cooperatively in a team with a variety of individuals.
- Ability to carry a large caseload and maintain progress on a number of matters simultaneously.
- Ability to conduct investigations of complex cases which involve breaches of financial services legislation.
- Ability to conduct effective interviews with witnesses and the subjects of enforcement investigations.
- Excellent creative and analytical skills.
- Excellent written, verbal and interpersonal communication skills.
- Excellent multi-tasking and organising capabilities
- Proficiency in Microsoft Office and excellent verification abilities.