WE ARE HIRING

Deputy Director

JOB DISCRIPTION

The Deputy Director, under supervision of the Director, will be responsible to assist in matters related to executive decision and policy making to improve operations of the FIU, assist in matters related to AML/CFT legislations, FATF Recommendations, strategic and annual action plan of the FIU, oversee all departments and conduct performance evaluations for department heads and prepare reports for dissemination to the Minister in related financial crime matters.

CORE DUTIES

- The Deputy Director advises the Director, assists in managing the FIU's operations, develops and implements policies and procedures, manages staff, and ensures compliance with relevant laws and regulations.
- Oversee the NRA process, and assist HR with Identifying and recruiting, a National Risk Assessment Coordinator (NRA) along with support staff to ensure that NRA Dept. implement the National Action Plan to its full capacity.
- Assist the Director in matters relating to money laundering and terrorist financing emanating from international regulators in particular Financial Action Task Force (FATF), Caribbean Financial Action Task Force (CFATF), International Monetary Fund (IMF), United Nations Office of Drugs and Crime (Global Programme Against Money Laundering) and the Organization for Economic Cooperation and Development (OECD).
- Assist the Director in developing and implementing (with the advice from the Legal Advisor) arrangements for effective international cooperation, including the preparation of Memoranda of Understanding (MOU's) on exchange of information with other FIU's and use of the Egmont Secure Web (ESW) to exchange financial intelligence
- Assist the Director in developing and implementing arrangements for effective national cooperation for exchange of information with national authorities, which should ensure timely and secure exchange of financial intelligence,
- Assist the Director (with advice from the Legal Advisor) in the preparation of Memoranda of Understanding (MOU's) or other appropriate agreements with other countries for sharing of assets forfeited as a result of mutual assistance and cooperation through the Mutual Legal Assistance Treaty and the Attorney General's Ministry.
- Collaborate with other relevant agencies on internal and external issues that affect the country and the FIU as it relates to AML/CFT issues.
- Oversee the Compliance Department in developing reporting standards to be followed by Reporting Entities and ensure scheduled examinations based on risk profile.
- As primary change champion, the Deputy Director leads the development and execution of the FIU's strategic plan and annual action plan.
- Assist in the recruiting new staff.
- Make Administrative decision(s) in the absence of the Director.
- In accordance with PART III of the Financial Intelligence Unit Act (Cap.138:02) the Deputy Director ensures that, annually:

WE ARE HIRING

Deputy Director

a) budget of revenue and expenditure is prepared and submitted to the Minister at least three months prior to the commencement of the financial year.

b) a statement of accounts is prepared for each financial year (April to March).

c) arrange the engagement of an auditor (to be appointed by the Director to audit the accounts of the FIU and submission of a copy to the Minister together with a copy of any report by the auditor.)

- Assist the Director with preparation of reports that will be used to advise the Minister on matters relating to financial crime that could affect public policy or the priorities to be set by the Unit.
- Assist the Director with preparation of an annual report reviewing the work of the Unit for submission to the Minister on or before 30 June of each year.
- Provide executive and policy decision making and guidance to the FIU and all personnel.
- Monitor performance standards for department heads and execute performance appraisal procedures in alignment with organizational policies.
- Undertake any other related duties that may be assigned from time to time assigned by the Director.
- Keep confidential the private, personal and corporate information at the FIU.

EDUCATION

- Master's Degree in any of the related fields- legal systems (including a Law degree, Law Enforcement, Political Science, Finance, Economics, Accounting, Criminal Justice or other related discipline.) or
- Minimum Bachelor's degree in legal systems (including a Law degree, Law Enforcement, Political Science, Finance, Economics, Accounting, Criminal Justice or other related discipline.)

KNOWLEDGE, SKILLS & EXPERIENCE

- At least five to eight years' experience in dealing with AML/CFT/CPF issues in any of the fields of law, financial regulation or law enforcement.
- At least four years of AML/CFT/CPF of experience should be at a senior supervisory level.
- Comprehensive working knowledge of the FATF Recommendations including Interpretive Notes, and the FATF AML/CFT/CPF Methodology.
- Regulation and supervision of Designated Non-Financial Businesses and Professions (DNFBP).
- Professional experience having worked for a government Ministry or organisation with a high standing in the domestic/international community.
- Strong communication skills with high level government officials, the private sector, and international organisations.

WE ARE HIRING

Deputy Director

FINANCIAL INTELLIGENCE UNIT BELIZE

- Strong communication skills to transfer knowledge, orally and written, to management and staff.
- Strong management and leadership qualities.
- Strong interpersonal skills including the ability to explain and manage complex technical issues.

OTHER ASSETS

- Participation in Belize's Mutual Evaluation.
- Related AML/CFT/CPF Certification, (e.g.: ACAMS, FIBA)

APPLY NOW

Submit your letter of application, resume, copy of a valid ID, three letters of recommendations and police record, to:

HUMAN RESOURCES MANAGER
Financial Intelligence Unit
P.O. Box 2197, Belize City, Belize
or Email to **secretary@fiubelize.org** by **August 31, 2026.**