



JOB DESCRIPTION

JOB TITLE:	MANAGER – AML/CFT SUPERVISION DIVISION
JOB GRADE:	MANAGER
REPORTS TO:	SENIOR MANAGER, AML/CFT SUPERVISION DIVISION
DIVISION:	AML/CFT SUPERVISION DIVISION
PURPOSE OF THE JOB:	
In conjunction with the Senior Managers AML/CFT and the Head of AML/CFT, manage taking appropriate steps to deal with anti-money laundering and countering the financing of terrorism policy and supervision matters.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• In conjunction with Senior Managers AML/CFT, and other members of the AML/CFT Division, manage anti-money laundering and countering the financing of terrorism (AML/CFT) matters. This involves working to ensure that the Island meets all relevant international standards in respect of AML/CFT and may include:<ul style="list-style-type: none">a. Conducting AML/CFT supervision of all regulated and registered entities and persons in accordance with the Authority’s engagement model, which will include, but not be limited to, conducting desk based supervision, supervisory/oversight inspections and preparing inspection reports;b. Conducting oversight inspections under the Beneficial Ownership Act 2017;c. Manage the request, receipt and analysis of AML/CFT data from of all regulated and registered entities in order to feed into risk based supervision planning;d. Assist in the Island’s response to external AML/CFT evaluations by international authorities such as MONEYVAL, where required;e. Attend relevant AML/CFT meetings both in the Island and elsewhere as necessary;f. Amend and update relevant AML/CFT legislation and the AML/CFT Handbook;g. Provide outreach to industry in respect of AML/CFT matters including organising and presenting at AML/CFT conferences and webinars as appropriate;h. Provide AML/CFT expertise to other teams in the Authority as required;i. Provide AML/CFT expertise to the Authority’s Enforcement Division when undertaking investigations into Criminal, Civil or Regulatory matters;j. Assist in the preparation and delivery of internal/external training programmes in respect of AML/CFT; andk. Liaise with other regulatory bodies, Government departments and law enforcement agencies and answer queries from regulated entities in respect of AML/CFT.	



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- Develop and maintain effective relationships with other regulatory bodies and law enforcement agencies externally.
- Provide effective leadership and business management within the Authority including managing staff effectively and ensuring efficient use of the Authority's resources.
- Ensure internal systems and procedures are adhered.
- Comply with the requirements set out in the Staff Handbook and other operational policy and procedures issued by the Authority.
- Work on special ad-hoc projects as identified.
- Set an example to staff to develop and maintain a positive professional culture within the Authority.

Last Updated: July 2024

Next Review Date: April 2025

Rewards and benefits package

The post is full time, 37 hours per week and will be remunerated in accordance with qualifications and experience.

- A competitive salary – the post is within the Manager band of the Authority's pay scale – £38,500 - £63,500 per annum.
- Defined benefit pension scheme with a staff contribution of 7.5% and Authority contribution of 15%.
- Death in service benefit (3 times pensionable pay).
- 25 days holiday (rising to 28 days after a qualifying period).
- Flexible working scheme – up to 10 days can be accrued each year.



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PERSON SPECIFICATION

JOB TITLE:	MANAGER – AML/CFT SUPERVISION DIVISION		
JOB GRADE:	MANAGER		
REPORTS TO:	SENIOR MANAGER, AML/CFT		
DIVISION:	AML/CFT SUPERVISION DIVISION		
ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT	
Qualifications			
Hold, or be willing to work towards, a professional qualification relevant to the financial services industry.	Essential	Application/ CV/Interview	
Evidence of Continual Professional Development.	Essential	Application/ CV/Interview	
Experience			
Extensive relevant industry experience in an operational, compliance, assurance, risk or audit role.	Essential	Application/CV	
Knowledge & Skills			
A well-developed working knowledge of financial services, including designated businesses and associated legislation and guidance including trends and developments.	Essential	Interview	
A good knowledge of anti-money laundering and countering the financing of terrorism (including proliferation financing) and associated legislation, regulation and guidance including trends and developments.	Essential	Interview	
Strong analytical skills, ability to quickly and accurately assimilate information, to consider any associated risks and to summarise the information effectively.	Essential	Interview	
Ability to demonstrate strong people management	Essential	Interview	



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skills.		
Ability to assist in preparing and conducting meetings with senior stakeholders both internally and externally.	Essential	Interview
Ability to work under pressure, manage a workload of varied complexity, to manage competing priorities and to deliver against deadlines.	Essential	Interview
Demonstrates effective interpersonal, verbal and written communication skills.	Essential	Application/ CV/Interview
Ability to work on their own initiative as well as part of a team.	Essential	Interview
Proven ability to build and maintain working relationships with both internal and external stakeholders at all levels including the ability to influence and negotiate.	Essential	Interview
Experienced user of Microsoft Office suite.	Essential	Interview
Good understanding in relation to risk and risk frameworks including evaluating risks.	Desirable	Interview