

Executive Director

Responsibilities:

- Develop, periodically review, monitor, and enforce adequate policies and procedures in order to meet Vanuatu requirements and other applicable rules and regulations
- Provide the BOE (Board of Executives) with advanced, detailed, and intelligent reporting on a timely manner to report on the organization's condition and important factors affecting the organization
- Review/identify and coordinate with the BOE internal processes to improve and ensure appropriate systems and internal controls are implemented and maintained
- Overview and monitor the preparation of all compliance/AML/ Regulatory reports of the company
- Forge and maintain sound relationship with the local authorities
- Arrange and attend all board meetings of the Company and ensure that operational and strategic issues are discussed
- Monitor, in close coordination with the BOE, the Company's capital adequacy
- Keep up to date with the latest local legislation, rules and best practice regarding risk management
- Set and monitor the criteria for evaluating third parties offering services to the company
- Forge and maintain relations of trust with shareholders/partners and external authorities
- Communicate regularly and effectively with the BoD, and provide timely and accurate necessary information for the BoD to function properly and make informed decisions
- Act as secretary of the board and ensure minutes of meeting are taken
- Develop and maintain sound relationships with existing banks and pursue new relationships with banks for future collaboration as needed
- Coordinate with the CFO on Internal and External Audit engagements, fieldwork, and deliverables

Education and Experience:

- University degree in Economics/Finance/Business Administration/Math, or any other related field
- A minimum of 5 years in the financial services sector
- Good understanding of control and compliance function
- Well-versed in the rules and regulations of the Vanuatu Financial Services Commission (VFSC) and the Vanuatu Financial Intelligence Unit (VFIU).
- Excellent understanding of finance-related performance standards
- Demonstrated knowledge of corporate and regulatory best practice
- Organization and leadership skills
- Excellent written and communication skills
- Must be residing in Vanuatu or prepared to become a resident upon taking the role.