

## JOB DESCRIPTION

<b>Job title:</b>	<b>HR &amp; Compliance Manager</b>
<b>Reporting to:</b>	<b>Board of Directors</b>
<b>Location:</b>	<b>Amphora House, Warleigh, St. Peter</b>
<b>Closing Date:</b>	<b>May 12, 2023</b>

### The Company

Amphora Financial Group is a financial services provider comprised of Amphora Bank & Trust Corporation, Amphora Life Insurance Company Ltd., Amphora Management Services Limited, Amphora Captive Insurance Managers Limited and Heward Investment Management (Barbados) Inc. These companies are established in Barbados and provide a wide array of high-quality services including life insurance products geared towards high-net-worth individuals, trust administration and the management of captive insurance companies and other companies.

### Responsibilities and Duties:

- Prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records.
- Advise on employment statutes, rules, regulations and policies affecting employees.
- Manage a centralized recruiting process, including developing job descriptions and job advertisements, and screening and interviewing candidates.
- Maintain knowledge of and ensure compliance with employment-related laws and regulations.
- Provide leadership in effective conflict resolution for all personnel.
- Develop, implement an update corporate policies and manuals.
- Develop, implement and participate in employee recognition and training programs.
- Undertake due diligence for anti-money laundering/combating financing of terrorism purposes.
- Monitor compliance with laws and regulations.
- Report to regulatory authorities.
- Assist with internal audits of the compliance program.
- Assist with regulatory examinations.
- Oversee and monitor the implementation of the Compliance program.
- Prepare quarterly reports to the Audit Committee and Board of Directors.

### The Candidate

The successful candidate should have relevant experience in human resources and should have a compliance background to manage the day-to-day activities of the company. The successful candidate must:

- Have a university degree in Human Resources Management, Business Administration or International Business Management;
- Have a minimum of three (3) to five (5) years of relevant experience;



- Be task oriented and have good interpersonal skills, as well as good verbal and written communication skills;
- Have integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information;
- Be task oriented and have the ability to adhere to deadlines and schedules;
- Have the ability to work effectively with the senior business and administrative leaders, as well as the entire organization;

**Knowledge with these Software packages would be beneficial:**

- Microsoft Office
- Refinitv