

Position: Senior ERM Officer

Location: Belize City

Employment Type: Full-time

Reports to: Manager – ERM/ Chief Risk Officer

Job Purpose:

The Senior ERM Officer will work closely with the Manager, Enterprise Risk Management and provide guidance to multiple functional areas on the Bank's Enterprise Risk Management (ERM) Framework and Processes. The incumbent will be required to engage, assist, and deliver the change management strategy necessary to adopt and maintain a robust ERM Framework across the organization. He/she is responsible for establishing a healthy risk environment by promoting a risk-aware culture.

Responsibilities include, but are not limited to:

- Assists in the design, development, implementation, review and continuous update of the ERM Framework and Processes. This includes governance, charters, policies and procedures, risk assessments and risk event reporting
- Implements communication strategies and prepares materials to support adoption of ERM initiatives
- Prepares monthly and quarterly ERM reports to the Chief Risk Officer (CRO) and the Board of Directors of BBL, BBIL and BB International
- Works with Risk Owners to ensure timely completion of risk assessments, provides guidance and recommendations where necessary, and reports on top risks and other risk-related concerns to the ERM Manager and CRO
- Guides the development of risk mitigation action plans and assists in the proactive identification of emerging risks
- Reports on risk treatment plans, Key Risk Indicators (KRIs), control activities, risk events and all related risk activities.
- Monitors and reviews all related policies and procedures by ensuring these are updated and being enforced accordingly.
- Updates the ERM framework, policies and procedures to align with best practice, International Standards and requirements of Regulatory Bodies.
- Assists the CRO within administrative and operational duties and provides administrative support for the Group Risk Unit

Educational & Work Experience Requirements:

- Bachelor's Degree in Business Administration, Finance, Operations or related field from an accredited educational institution.
- At least 5-7 years' experience in Operations providing value to the business
- Demonstrated experience working with leaders, including identifying needs, developing action plans, identifying deliverables
- At least 3 years' experience in the financial/banking industry with an emphasis in risk management

Knowledge, Skills & Abilities Requirements:

- Knowledge of the banking industry in Belize and general regulatory procedures
- Knowledge of banking operations and activities
- Knowledge of the Bank's policies and circulars
- Strong understanding of the anatomy of Operational and IT risks
- Strong Management of Operations, Administration and Analytical skills
- Strong Interpersonal, written and verbal communication skills
- Strong problem-solving skills
- Good networking skills
- Strong organizational skills with ability to multitask and meet deadlines
- Ability to work independently
- Ability to work in a high stress environment
- Ability to keep accurate and complete records
- Ability to build strong, meaningful relationships with internal and external parties
- Ability to interpret and present information in a clear and concise manner
- Ability to enforce policies and procedures professionally and efficiently

Application Requirements:

- Application Letters and Resume/CV
 - Reference Letters
- Degrees and Diplomas/Certifications
 - Valid Police Record
 - Valid Social Security Card

*Applications omitting any of the required documents will be considered incomplete and will not be considered.

Qualified applicants can send their résumés/CVs to:

*Human Resources Department
Belize Bank Ltd.
21 Regent Street
Belize City, Belize*

*Or Email: careers@belizebank.com
Re: Senior ERM Officer, Group Risk Unit*

Deadline for applications is August 30, 2023