



## External Job Posting

### Risk Officer

The Bank of The Bahamas Limited, a premier provider of financial services in the region, is dedicated to excellence and innovation in banking. We are seeking an experienced **Risk Officer** to join our growing team and drive the expansion of the Bank's presence within the corporate segment.

**Position Overview:** The **Risk Officer** is responsible for providing strong support to the Risk Team by ensuring adequate controls are in place to actively and effectively monitor and mitigate the Bank's operational risks. The incumbent must demonstrate strong office management skills to ensure the efficient functioning of the Unit. Key responsibilities include conducting risk assessments and testing, assisting management in enhancing the risk self-assessment tool, and ensuring the accurate and timely completion of incident reporting forms.

#### Key Responsibilities:

- Participate in planning Risk reviews.
- Conduct risk and control testing in accordance with bank policies and procedures, adhering to best practices.
- Assist with the preparation of reports detailing the results of risk and control testing.
- Assist with monitoring and remediation of Operational Risk Unit (ORU) review tracker.
- Assist with incident tracking and monitoring.
- Compile reports and maintain the risk register for business lines.
- Assists with the preparation of ORU's monthly risk reports.
- Assists with the preparation of ORU's quarterly board reports.
- Provide prompt verbal and written responses to inquiries/correspondence from all bank staff.
- Schedule departmental meetings and appointments for all managers.
- Record, compile and distribute departmental meeting minutes.
- Coordinate and distribute mail and packages.
- Arrange travel arrangements for department members.
- Maintains the unit's attendance records.
- Answer, screen and reroute incoming phone calls.
- Receive and direct visitors and internal clients.
- Maintain both electronic and hard copy filing systems.

#### Minimum Qualifications & Experience:

- Associate degree or Institute of Financial Services ABIFS Certificate (Part I & II) or minimum three (3) to five (5) years of banking experience.
- Knowledge of the principles of risk management and the major risks impacting financial institutions.
- Knowledge of related Central Bank Guidelines.
- Knowledge of Basel Operational Risk Framework.
- Knowledge of specific Branch and/or Bank policies, procedures and Bank services.
- Proven ability to analyze and interpret quantitative and qualitative data.
- Possess a strong understanding of the core banking system's functional operations and the ability to operate effectively within the system.
- Ability to operate a variety of office equipment, including the computer inclusive of the bank's core banking system and similar network technology, printer, fax machine, and photocopier.

#### Why Join Us?

- Be part of a high-performing team that values innovation and excellence.
- Competitive salary, performance-based incentives, medical insurance (including life, dental, and vision), and a robust pension plan.
- Be part of a team that values your expertise and invests in your success!

**Deadline to Apply:** Wednesday July 16, 2025 at 4:30pm.

**Application Submission:** Please email your application to [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com).