CENTRAL BANK of BELIZE

CAREER OPPORTUNITY

CONDUCT SUPERVISION EXAMINER

The Central Bank invites qualified individuals to join its Supervision Department.

The Examiner, Conduct Supervision is responsible for conducting off-site surveillance of moneylenders, with a particular focus on conduct supervision, consumer protection, and regulatory compliance. The role also supports the Central Bank's risk-based supervisory framework through the analysis of financial and operational information and the handling of customer complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct off-site surveillance and assess compliance with the Moneylenders Act, Moneylenders Regulations, Money Laundering and Terrorism (Prevention) Act, and other applicable legislation governing regulated institutions.
- Process applications for new moneylender licenses and license renewals.
- Review and analyse semi-annual regulatory returns and financial information to assess the financial condition, operations, and risk profile of moneylenders.
- Prepare analytical reports, regulatory assessments, Board information papers, and other supervisory reports.
- Monitor institutions subject to enhanced supervisory oversight and recommend appropriate regulatory action where necessary.
- Analyse audited financial statements and assess the accuracy of regulatory submissions.
- Manage and coordinate customer complaints received by the Supervision Department to ensure timely investigation and resolution.
- Draft regulatory correspondence and contribute to the development of supervisory regulations, guidelines, and policies.
- Advise on emerging risks impacting the status and performance of moneylenders and recommend appropriate action.
- Liaise with internal departments and external stakeholders on supervisory and regulatory matters.
- Perform other duties related to the functions of the Supervision Department.

The applicants should possess the following:

EDUCATION AND EXPERIENCE

- A bachelor's degree in business administration, accounting, banking, finance, or economics from a recognized university; three (3) years of relevant experience would be an asset.

TECHNICAL KNOWLEDGE

- Familiarity with the Central Bank of Belize Act, Domestic Banks and Financial Institutions Act, International Banking Act, Credit Unions Act, Moneylenders Act, Money Laundering and Terrorism (Prevention) Act, and their accompanying regulations; Understanding of risk management, financial analysis, and supervisory practices; Knowledge of international best practices and standards recommended by relevant standard-setting bodies; Proficient in Microsoft Office Suite.

COMPETENCIES

- Communication, Analytical Ability, Job knowledge, Organisational Ability, Problem Solving/Judgement, Quality of Output, Deportment, Customer Focus, Initiative, and Interpersonal Relations.

Submit the following documents by Wednesday, 5 August 2026:

- CBB Employment Application Form (Available online)
- Curriculum Vitae
- Two (2) current professional references
- Copies of university transcripts, degrees, and any other personal certificates

Only applicants selected for further consideration will be contacted.

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
P.O. Box 852 or Gabourel Lane
Belize City, BELIZE

Ref: Conduct Supervision Examiner- Supervision Department

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)