



Compliance Specialist

Job Summary

Reporting directly to the Assistant Compliance Manager, the successful candidate will assist with the day-to-day administration of the firm's global compliance program. This role would be ideal for someone who is keen to build on their existing compliance knowledge and to gain further industry insight.

Key Job Accountabilities

- Maintain an internal Compliance database
- Carry out business intelligence searches and background checks in respect of clients using multiple subscription sites and appropriate public sources
- Respond to internal queries where appropriate, and follow up with action as required
- Review supporting documentation and information in connection with new business to ensure its sufficiency and follow up with any queries as required
- Assist as required in the creation of reports and distribution of procedures, manuals and forms
- Become familiar with regulatory regimes in multiple offshore jurisdictions
- Any other tasks as may be required from time to time based on the needs of the Global Compliance Department

Key Job Requirements

- 1-3 years related experience with prior exposure to a regulatory environment preferred
- Prior experience with Anti-Money Laundering/Anti-Terrorist Financing and Customer Due Diligence procedures
- Strong computer skills (proficient knowledge of MS Word, Excel, and PowerPoint)
- Strong written and verbal communication skills, with a high level of discretion and confidentiality of client information
- Proven attention to detail
- Flexibility and ability to work under short deadlines and changing priorities
- Reliable and self-motivated with a strong work ethic

Résumés with references may be submitted in complete confidence to:

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Closing date: 29 April, 2015