

**COMPLIANCE OFFICER**

Hamilton Trust Company Limited is a boutique private client advisory firm and International Managers Ltd. is a corporate services provider. We invite applications for the role of Compliance Officer.

Reporting to the Head of Compliance, the successful candidate will provide oversight on all matters related to compliance with local trust and company legislation and relevant international regulations and provide support to Executive Management and the Board of Directors in order to ensure that the firm meets its regulatory obligations and operates within its internal risk, governance and control framework.

**Responsibilities:**

- Manage a risk-based Compliance Programme in order to ensure a comprehensive compliance service to the firm
- Draft updates, implement and monitor the Compliance Programme, Framework and related Policies and Procedures
- Keep Senior Management informed of new or impending developments in the Bermuda Monetary Authority (the "BMA") regulatory regime
- Serve as liaison with the Bermuda Monetary Authority (the "BMA"), and other regulators to ensure compliance
- Act as FATCA Responsible Officer and ensure client files comply with the requirements
- Investigate, prepare and submit suspicious activity reports to the Financial Intelligence Agency
- Prepare and deliver staff training relevant to trust and corporate services legislation and Bermuda's AML/CTF regulatory regime
- Review and investigate any complaints and recommend resolutions accordingly
- Conduct investigations of all breaches and non-compliant activities or behaviour and develop and implement corrective action plans
- Prepare and submit relevant reports to Senior Management and the Board
- Liaise with Senior Management and the Board and External Auditors in relation to Compliance matters and ensure timely implementation of all audit recommendations related to Compliance
- Other responsibilities as directed

**Required qualifications and skills:**

- University degree and/or relevant industry professional qualification
- Minimum of 6 years experience of compliance or business experience in a professional capacity in financial services, a legal or regulatory environment
- Experience in developing and maintaining compliance programmes, regulatory risk assessments and internal or external audit function
- Firm knowledge of trust and corporate laws governing regulatory compliance for trust companies and corporate service providers
- Working knowledge of fiduciary administration, regulatory and tax reporting and a good understanding of prudent investor standards related to fiduciary management and administration
- Working knowledge of US FATCA; UK FACTA and CRS.
- First-class communication skills
- Proficiency with the Microsoft Office suite of applications and Cloud computing
- Team-oriented with a strong sense of ownership and accountability
- Must be a self-starter, detail-oriented with a high degree of initiative
- Ability to work outside of normal office hours including evenings, weekends and public holidays if necessary

Applications including a CV and letter highlighting your experience relevant to the role should be submitted under confidential cover to:

Suite 616

48 Par-La-Ville Road, Hamilton HM 11

Attention: Head of Compliance

Reference: Compliance Officer

Email: [bdale@htcl.bm](mailto:bdale@htcl.bm)

Closing date: 31 March, 2016