



# PROGRESS. PASSION. POSSIBILITIES.

KPMG professionals are individuals who take deep, personal accountability for their work; have a passion for excellence; remain driven to achieve their full potential; and understand the value of building relationships with clients, future clients, their communities, the global firm and each other. A KPMG professional has a strong work ethic, thrives on challenges, and is dedicated to providing outstanding client services.

KPMG in Bermuda serves an international client base. The Advisory team can help businesses address the most complex challenges by drawing on resources and skills across its global network. We are looking for Anti-Money Laundering ("AML") Administrative Staff to support us in maintaining our reputation as a leader in Advisory services both in Bermuda and globally.

## AML Administrative Staff

KPMG Advisory is looking for a number of temporary (6 to 12 months) AML administrative staff to assist with a large scale AML and Customer Due Diligence ("CDD") remediation project. The AML administrator will support the KPMG Manager and Assistant Managers in completing customer file reviews and Customer Due Diligence ("CDD") document gap analysis. Key responsibilities will include identifying and verifying relevant KYC and CDD forms and populating risk assessments. AML administrators will also be responsible for populating a gap analysis of all the documents required and reviewing documents received.

For successful candidates, the initial contract will be for a period of six (6) months depending on performance and may be renewed for a further period. This is a full time contract position that will require successful candidates, on average, to work 7.25 hours per day (36.25 hours per week) for the duration of the contract. Successful candidates will be subject to pre-employment verification checks.

Ideal candidate must have the following qualification, skills and attributes:

- A minimum of an associate's degree and preferably a bachelor's degree;
- Must be a team player- a positive and 'can do' attitude with ability to get along with others;
- Ability to prioritise and handle a demanding workload;
- Experienced in processing highly confidential and sensitive client data, quickly and accurately;
- Must possess strong organisational skills to ensure information is correctly recorded and filed;
- Meticulous attention to detail;
- Ability to deal with structured and repetitious workflow activities;
- A high degree of competence in MS Excel and the ability to adapt to new technology and software;
- Experience in working in a business environment is essential;
- First class written and oral communication skills; and
- Exceptional interpersonal skills with the ability to communicate at all levels within an organisation; and
- Basic understanding of financial statements and exposure to legal documents would be an asset.

Prior experience in AML compliance is desirable but not required as training will be provided. As noted above this is a highly confidential environment therefore successful candidates will need to demonstrate a high degree of integrity and discretion.

To apply for the above position, please visit our careers page at **kpmg.bm**.

KPMG | Crown House | 4 Par-la-Ville Road | Hamilton HM 08 | Bermuda  
+1 441 295 5063 | [info@kpmg.bm](mailto:info@kpmg.bm)

**Deadline to apply is Friday, August 25, 2017.**

**KPMG is an equal opportunities employer.**

