



Part Time Compliance and Operations Administrator

Bermuda Investment Advisory Services Limited. (BIAS) is an Investment Management firm with offices in Bermuda and Cayman seeking a securities industry experienced Compliance and Operations Administrator. The Company provides discretionary investment management services for private clients, companies, captive insurers and trusts located in jurisdictions around the world. Risk management is an essential aspect of this role and those with experience in the investment industry will be preferred.

Under the direction of the Compliance Manager, the successful candidate will be required to:

- Maintain and review account documentation to assure compliance with regulatory authorities.
- Monitor portfolio managers' compliance with investment mandates.
- Review internal suspicious activity reports and take appropriate action with respect to such reports in consultation with the Compliance Manager.
- Keep all registers and records required by the regulators and relevant legislation.
- Ensure that employees receive the necessary compliance training, maintaining a log tracking the same.
- Keep up to date and understand all relevant OECD regulations and applicable laws.
- Prepare periodic client AML/ATF categorization forms.

Minimum requirements include:

- University degree, preferably in Business, Accounting, Finance or Economics.
- OECD region compliance/and securities qualifications are preferred – i.e. FINRA, CFA level 1 pass, CSC or certification with International Compliance Association.
- At least two years' compliance experience satisfying OECD financial regulatory requirements, preferably as it relates to the investment and securities industry.
- Demonstrate excellent communication and interpersonal skills as well as the ability to establish and maintain effective working relationships with regulatory authorities.
- Strong analytical, organizational, and time management skills, good business sense, attention to detail and ability to multi-task under pressure.
- Willing to work part time but able to work additional hours at quarter end in preparation for regulatory reviews or other regulatory deadlines.
- Willing to complete investment industry examinations.

Please submit a detailed resume to:

Human Resources, Bermuda Investment Advisory Services Limited.
2nd Floor Wessex House, 45 Reid Street, Hamilton HM11, Bermuda
or email: hrrecruiting@bias.bm

Closing Date: June 29, 2018

BIAS is an equal opportunity employer,
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