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Apex Fund Services, established in Bermuda in 2003, is one of the world's largest independent fund administration and middle office solutions providers with offices in 35 locations worldwide. Apex has continually improved and evolved its product suite by surrounding these core administrative services with additional products spanning the full value chain from information delivery and regulatory products to a full middle office solution and fund listings database. Apex now administers the investments of some of the largest funds and institutional investors in the world. [www.apexfundservices.com](http://www.apexfundservices.com)

### **Compliance, MLRO and Data Protection Officer**

We are currently hiring at the above level within the organization. We are looking for a highly motivated individual with a particular focus on attention to detail and impeccable service standards. Completion of ACAMS certification is an advantage for this role.

#### **Responsibilities**

- Responsible for Money Laundering Reporting and Data Protection in conjunction with Compliance Officer
- Prepare and provide monthly compliance reports
- Provide data for the quarterly board meetings
- Responsible for the Company's Risk and Governance functions
- Reviewing internal Risk Assessments
- Ensure anti-money laundering policies, compliance and regulatory requirements, standards and procedures are adhered to
- Maintain a controlled operating environment in conjunction with SSAE18 controls laid down for the company
- Ensure all deliverables are met on a timely and accurate basis
- The willingness to work overtime and public holidays when required
- Ad hoc as required

#### **Applicant must possess:**

- 1-2 years experience in a similar role incorporating the above functions, with at least 1 years experience within the compliance, hedge fund and insurance or finance industry
- Experience with filing FATCA/CRS, and Corporate Secretarial functions
- AML and Compliance certificate an advantage
- Strong knowledge of investment and insurance accounting
- Detailed working knowledge of GAAP and statutory reporting standards
- Detailed knowledge and understanding of local regulations and interaction with BMA
- Computer proficiency with advanced knowledge of Microsoft Office suite of products, SharePoint and PowerPoint
- Prepared to learn new systems in order to conduct AML/CTF reviews of clients and investors
- Ability to work in small teams and proven ability to maintain positive working relationship in a fast paced office with continually changing demands
- An ability to work to and meet agreed deadlines
- Excellent interpersonal and written communications skills

All applications will be strictly confidential. Interested candidates should apply to the following:

#### **Regional Human Resources Manager**

P.O. Box 2460, Hamilton, HMJX

T) 292-2739, F) 292-1884

[recruitment@apex.bm](mailto:recruitment@apex.bm)

Closing deadline for receipt of applications is July 19, 2018

NO AGENCIES PLEASE