

Conyers Dill & Pearman is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The Firm advises on Bermuda, British Virgin Islands, and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

### **Senior Manager, AML**

The primary responsibility of the Senior Manager, AML will be to assist the Chief Compliance Officer with the daily operations of the AML Team, which has responsibility within the firm and affiliated companies for compliance with Bermuda, BVI, and Cayman legislation relating to the proceeds of crime, money laundering, terrorist financing and any other aspects of regulation relevant to the provision of legal, corporate and trustee services to the firm's international clientele.

#### **What Will You Do**

- Manage the functions common to the team as delegated by the Chief Compliance Officer
- Assist the Chief Compliance Officer with providing professional guidance and leadership to the AML team
- Advise members and employees of the firm's policies and procedures with respect to new clients and financial transactions, including which of the firm's clients must be verified, what documentation must be provided for "know your client" verification and/or verification of the source and use of funds
- Manage the review of AML / CFT documentation for new clients
- Ensure compliance with regulatory developments in AML
- Manage the implementation of all AML / CFT controls and strategies
- Review and implementation of AML policies and updating policy and procedures where applicable
- Develop and deliver training on key areas - generic issues or new policies identified as requiring training
- Oversee and develop the monitoring program for the firm
- Provide advice and training on a range of AML/CFT compliance issues to emphasise the 'why' of compliance as well as the 'how'
- Manage on-going AML reviews on all client files and ensuring compliance in the maintenance of AML records
- Provide detailed reporting on AML issues to include AML/CFT risk assessment reporting
- Actively participating in compliance and related projects from time to time
- Any other duties required to maintain maximum efficiency of the Global Compliance Department

#### **What You'll Need**

- Bachelor's Degree
- CAMS certification
- At least 10 years of compliance experience with prior exposure to a regulatory environment preferred plus three years of progressive management responsibility
- Proven knowledge of Anti-Money Laundering (AML), Counter-Terrorist Financing (CTF) and Customer Due Diligence (CDD) procedures
- Experience in developing a strong control environment within the legal sector preferred
- To be able to produce clear senior management level reports on the issues identified and actions needed to resolve those issues
- Possess the influencing and negotiation skills to persuade local management to agree to the actions required
- Possess the ability to assess with clarity the priority and severity of reporting issues
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Excellent organizational, interpersonal, analytical and research skills with attention to detail
- Flexibility and ability to work under short deadlines and changing priorities
- Strong written and verbal communication skills
- Reliable and self-motivated with a strong level of responsibility
- Ability to exercise discretion and confidentiality

**Resumes with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
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**Email:** careers@conyersdill.com  
**Closing Date:** July 31st, 2018