

Compliance Manager

Principal Duties and Responsibilities:

- Appointed as Money laundering Compliance officer (MLCO) and Deputy Money Laundering Reporting Officer (DMLRO)
- Ensure that the global risk management strategy for the organisation is implemented
- Oversight and management of compliance activities on a daily basis
- Lead the client on-boarding process driving efficiency to most effectively adhere the group risk appetite ensuring that all required checks and procedures are complied with before a client is accepted
- Ensure that clients are monitored through the duration of their life and appropriate action taken at any trigger event such as a raise in risk profile
- Manage all reporting and notifications as required
- Ensure compliance with regulatory obligations whilst taking a commercial and practical approach to risk based challenges and offer appropriate solutions
- Management of intragroup activities e.g. background checks and sanctions screening for the group as required
- Advisory to other employees on issues of regulation, risk management, corporate governance, best practice and internal policies and procedures
- Ensure compliance with all relevant internal policies and procedures
- Liaison with external third parties, such as the Bermuda Monetary Authority (BMA) and the Financial Intelligence Agency on behalf of the company and its affiliates.
- Ensure compliance based training – compilation, delivery and facilitation as appropriate
- Policies and procedure drafting and implementation
- Ensures that all required registers are completed and up to date
- Continually drive for enhanced efficiency and client service (internal and external) through process improvement including technological advances; and sharing best practice
- Point of reference in relation to proposed regulatory/legislation changes (consultation papers & similar), communicating regulatory changes to the firm as relevant
- Completion of Business Risk Assessments, producing summary reports of the findings with suitable recommendations or remedial activities
- Development and implementation of Compliance monitoring programmes, management of remedial activities
- Engaging with key stakeholders of the firm, including other offices to build solid relationships, improve processes, share knowledge and develop an excellent compliance culture
- Member of various risk and business intake committees as required
- Submission of regulatory notifications, annual fees and renewals
- Quarterly Board reporting, management information, statistics and similar
- Participation in projects identified as appropriate
- Attending Compliance events, regulatory updates and similar

Knowledge, Skills and Experience Required:

- A professional (e.g. legal or accounting) or compliance designation (e.g. ICA or ACAMS) with at least 5 years' experience in anti-money laundering/anti-terrorist financing compliance and risk management
- 5 years or more experience in a regulated or supervised environment, preferably Compliance, managing small to medium sized teams
- A demonstrable understanding of international policy in the fields of anti-money laundering and anti-terrorist financing by groups such as the Financial Action Task Force, the International Monetary Fund, etc.
- A working knowledge of the Bermuda requirements in the fields of an anti-money laundering, anti-terrorist financing and the acts and regulations governing financial services
- Excellent understanding of customer due diligence, including enhanced due diligence and high risk features
- Comprehensive knowledge of client types, corporate, trust, foundations and associated CDD requirements etc.
- Commercial awareness
- Results driven, ambitious, resilient
- Self-motivated and keen to succeed
- Influential, assertive, tenacious
- Due to the nature of the position, a high degree of integrity, a proven ability to maintain strict confidentiality and the ability to pay attention to detail is essential.
- Exceptional written and oral communication skills (e.g. prepare and write reports including detailed recommendations; and prepare policy and procedures) together with strong analytical and problems solving skills.

Closing date: 19 October 2018

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Please forward a detailed resume in confidence to:
Rachel York at ryork@applebyglobal.com or
Canon's Court, 22 Victoria Street, Hamilton. Tel: 441 295 - 2244