

**Appleby (Bermuda) Limited**, a leading offshore law firm, provides legal advice and services to many leading global organisations.

## Assistant Compliance Manager

Appleby requires the services of an assistant compliance manager. This position will assist the Compliance Manager in implementing anti-money laundering policies and procedures and manage the day-to-day compliance matters as they relate to the provision of legal services in Bermuda. They will ensure that a robust risk culture is established throughout the business. The position will also assist the Compliance Manager with the day to day management of the compliance and search team in Bermuda and act as Manager in their absence.

### Principal Duties and Responsibilities:

- Provide direct and indirect support to fee earners through the provision of regulatory and compliance advice
- Ensure that all compliance issues within the organization are appropriately evaluated, investigated and resolved
- Provide Know Your Customer (KYC) and Customer Due Diligence (CDD) analysis and advice to Management
- Provide support to the MLRO, Deputy MLRO and Compliance Manager as required
- Review the business risk assessment and control processes to ensure the firm is compliant with AML & ATF legislation
- Monitor and advise on new business acceptance
- Provide compliance and ethics guidance and advice to employees
- Ensure compliance with regulatory obligations whilst taking a commercial and practical approach to risk based challenges and offer appropriate solutions
- Attend management meetings and prepare reports on various compliance and regulatory matters as required
- Develop/revise policies and procedures on associated matters as required
- Liaise with all associated regulatory bodies such as, the Barristers & Accountants AML/ATF Board, the Bermuda Law Society and auditors where required
- Keep abreast of developments in laws, regulations and financial sanctions regimes that are applicable to Bermuda and ensure that fee earners are kept informed
- Promote a positive compliance culture at all levels of the business that encourages ethical conduct and a commitment to compliance

### Knowledge, Skills and Experience Required:

- A professional and compliance designation e.g. Legal or Accounting and ICA or ACAMS with at least 5 years experience in AML/ATF Compliance and Risk Management
- 5 years experience in an a regulated or supervised environment, preferably in Compliance, having managed small to medium sized teams.
- A demonstrable understanding of international policy in the fields of AML/ATF 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 AML/ATF 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, particularly as relates to Law Firms
- 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 together with strong analytical and problem solving skills.

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **25 February 2019**.