

## Senior Compliance Specialist

Reporting directly to the Senior Manager, Compliance AML/ATF (Bermuda) the successful candidate will be responsible for assisting with the delivery of the compliance program through the completion of various compliance tasks related to the Client Services and Legal Teams.

### What Will You Do

- Work with the Senior Manager, Compliance AML/ATF (Bermuda) to provide compliance guidance and support to the team, management and relevant staff;
- Support the global compliance team by proactively identifying, mitigating, and monitoring AML/ATF and compliance risks for multiple business units;
- Serves as a strategic business partner to ensure that the firm culture of compliance becomes a natural element in day to day business;
- Build effective relationships, give guidance, one-on-one training and communicate expectations directly to the business units.
- Work with the Senior Manager to develop the content of the quality assurance plan for the year.
- Assist with tracking the results of quality assurance reviews and the status of remedial action proposed, performing retesting where required, to ensure findings have been addressed appropriately.
- Conduct unscheduled and/or ad hoc policy/procedure reviews, and compliance reviews of accounts to ensure compliance and ensure potential risks are identified, understood and mitigated;
- Conduct Quality Assurance testing in accordance with the agreed scope and schedule. Establish consistency in approach and reporting of the reviews.
- Utilize technology to identify opportunities to streamline processes.
- Assist the Senior Manager, AML/ATF (Bermuda) in ensuring completion of specific AML/ATF training and on-going risk assessments are completed for the business units.
- Develop technical knowledge and practical capabilities through attendance at internal training events and self-driven research;
- Assist with ensuring the appropriate dissemination and communication of regulation, policy, and guideline changes to the relevant business units;
- Assist with and participate in developing, amending and implementing policies and procedures manual, systems and training, relating to the AML compliance function where appropriate due to changes in Regulations, Legislation, industry practice or otherwise;
- Assist with designing and implementing reporting Key Performance Indicators (KPI's) and metrics for senior management;
- Provide advice on AML/ATF, sanctions and other industry specific updates to the relevant business units;
- Contribute towards the compliance team as a whole by identifying improvements in policies and procedures and any other service innovation changes.
- Assist and support other team members at busy times.

### What You'll Need

- A Professional Qualification e.g. ACAMS, ICA, ICSA, TEP and/or a recognized graduate degree
- A minimum of 5 years' AML/ATF and compliance experience is required
- A thorough understanding of Bermuda's Anti-Money Laundering regulations and legislation
- Excellent knowledge of Legal, Corporate Service Provider and Trust entities
- Excellent reading, and interpersonal skills
- Excellent written and verbal communication skills; ability to communicate effectively with all levels of staff
- Excellent analytical, research and investigative skills
- Absolute devotion to data integrity with strong attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency
- The ability to interpret and give guidance on complex regulatory issues
- Flexibility and ability to work under short deadlines and changing priorities
- Excellent organization and planning skills, be methodical, self-motivated with a strong work ethic

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

Human Resources Department  
 Conyers Dill & Pearman  
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**Email:** [Careers@conyers.com](mailto:Careers@conyers.com)

**Closing Date:** June 9, 2021