

## 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 Services Teams.

### What Will You Do

- Proactively identify situations that may pose significant compliance risk and advise management
- Ensure that periodic reviews are conducted on all clients in accordance with the agreed schedule.
- Conduct unscheduled or ad hoc policy/procedure reviews, 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
- Provide regular reports within agreed deadlines
- Assist with the coordination of any regulatory and internal audit reviews
- Respond to internal queries where appropriate, and follow up with action as required
- Contribute towards the compliance team as a whole by identifying process improvements, improvements in policies and procedures and any other service innovation changes
- Develop technical knowledge and practical capabilities through attendance at internal training events and self-driven research
- Assist with any other tasks as may be required from time to time based on the needs of the Compliance team
- Assist and support other team members at busy times

### What You'll Need

- A Professional Qualification e.g. ACAMS, ICA, ICSA, TEP is desirable however, if not currently held a commitment to at least undertake a qualification course will be facilitated
- A minimum of 3 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, written and oral communication and interpersonal skills
- Excellent analytical, research and investigative skills
- Flexibility and ability to work under short deadlines and changing priorities
- Absolute devotion to data integrity with a strong attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service
- Excellent organization and planning skills, be methodical and self-motivated with a strong work ethic

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

HR Department, Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
**Tel:** (441) 295-1422 **Fax:** (441) 292-3134  
**Email:** [careers@conyers.com](mailto:careers@conyers.com)

**Closing date:** February 4, 2022