

COMPLIANCE ADMINISTRATOR

We are seeking to appoint a Compliance Administrator to support the Group Compliance Officer in implementing and maintaining the compliance programme for Wakefield Quin Limited and the affiliate financial services companies. The role is responsible for ensuring that compliance requirements are being met by monitoring activity and scheduling checks as defined by policies, reporting on the outcome of checks, and recommending adjustments to ensure compliance where appropriate. Duties will include, but are not limited to:

- Support staff and monitor the completion of client due diligence at acceptance and throughout the business relationship
- Conduct ongoing monitoring for client activity, transactions, and AML/ATF risk
- Schedule and assist with periodic due diligence reviews
- Track and maintain reports for outstanding due diligence items and liaise with staff to remediate where required
- Assist ensuring client due diligence information is kept up-to-date in record systems. Liaise with administrators where necessary to remediate
- Assist in developing, implementing and maintaining effective compliance policies, procedures, forms and checklists
- Support in coordinating and participating in activities associated with regulatory inspections and audits
- Prepare monthly and quarterly compliance monitoring reports and track programme deliverables
- Support regulatory initiatives and special projects
- Schedule and monitor completion of disaster recovery testing and IT cybersecurity training
- Maintain internal and external relationships to support and/or advise policies and procedures and leading industry practices

Required qualifications, skills and experience:

- An associates' degree from an accredited institution with a business related major or proven work experience in a similar client-oriented field
- At least two (2) years' experience in a similar position
- Willingness to attain industry certification such as the International Compliance Association Certificate in Anti Money Laundering or similar, a distinct advantage
- Strong communication, analytical organizational, project management and planning skills required with a high level of attention to detail
- Ability to establish productive relationships with a wide range of internal and external stake holders along with regulatory bodies
- Advanced PC and software skills
- Strong technical skills and understanding with a flexible attitude towards adopting additional responsibilities
- Strong sense of discretion as the work may involve handling sensitive issues and confidential information

Due to the nature of the work involved, a strong work ethic and flexibility is needed as some evening and weekend work may be required to meet reporting deadlines.

Applications with detailed resume should be sent to:

Wakefield Quin Limited, Victoria Place, 31 Victoria Street,
Hamilton HM 10 ref: CR or by email to: hr@wq.bm
Closing Date: 11th February 2022