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Listing Analyst

Our client, The Bermuda Stock Exchange (BSX), is currently seeking a Listing Analyst to join their team. The successful candidate will assist the Chief Compliance Officer with the processing of listing applications per the Listing Regulations and other compliance duties.

Duties & Responsibilities:

- Act as a key point of contact with clients of The BSX including trading members, listing sponsors, lawyers, accountants, advisors, regulators, and the senior executives of companies/issuers in relation to listing matters
- Vet and process listing applications for securities seeking a BSX listing
- Act as the Primary Reader of all prospectuses and other listing documents
- Review and verify Anti-Money Laundering and Anti-Terrorist Financing (AML/ATF) documentation submitted in relation to listing applications
- Assist in the review and verification of membership and listing sponsor applications
- Respond to inquiries in respect of the interpretation of the Listing Regulations in conjunction with the Chief Compliance Officer where relevant
- Maintain accurate and complete records of listing applications, files and the listing database
- Ensure the timely dissemination of announcements to the BSX website and data vendors
- Liaise with the Listing Committee and BMA in relation to admissions to listing
- Assist in monitoring the ongoing compliance with the Listing Regulations by listed issuers
- Assist in the development of regulatory policy, rules and procedures to support the BSX's listing business
- Assist in implementing strategic initiatives and policies where appropriate

Minimum Qualifications, Skills & Experience:

- Bachelor's degree with a major in business, finance or law, or relevant work experience in a regulatory role in the financial services industry
- 5 years of experience in the investment, corporate administration, mutual fund, global custody, other international exchange or securities industries
- Progress towards a relevant professional qualification e.g. CFA, CIB, Chartered Secretary or equivalent legal, compliance or accounting qualification
- Knowledge of financial instruments, and in particular prospectuses and other offering documents
- Proven ability to communicate effectively and work with others in a small, supportive team environment
- Ability to prioritize tasks, meet tight deadlines, and analyze confidential documents.
- Proficient in using Microsoft Office products
- Must be willing to work to accommodate the overlap of time zones for work originating out of Europe and North America if and as required

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: June 27, 2022