

# Expertise

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CITCO

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## Senior Vice President, Compliance

Our client, Citco Fund Services (Bermuda) Limited, is a division of the Citco Group of Companies and is the largest independent administrator of Hedge Funds in the world. With offices throughout Europe, Asia, North America and the Caribbean, Citco Fund Services has established itself as the market leader in hedge fund administration. We offer a complete range of accounting, middle office administration, shareholder and corporate services to hedge funds and collective investment services.

Together with the Director, the Senior Vice President, Compliance ensures the efficient and effective operation of the business and the provision of exceptional client service. The Senior Vice President, Compliance is responsible for daily operations, ensuring the effective implementation of policies and procedures and meeting organizational objectives.

### Main Duties/Responsibilities:

- Ensuring the Business complies with all statutory and regulatory obligations
- Ensuring the Business complies with all internal policies and procedures
- Keeping up-to-date and well informed about relevant local legislative and regulatory developments governing fund administrators
- Reviewing and updating relevant policies and procedures as local legislation and requirements are amended
- Acting as Compliance Officer and MLRO for the company
- Preparing and maintaining Client KY Records
- Preparing and presenting compliance reporting to the Company Board
- Overseeing outsourced fund administration services by other Citco offices
- Providing administrative operational support
- Oversight and training of the Regulatory Change Management Team in Group Compliance
- Work with Group Compliance senior management in coordinating regulatory change management activities within Citco
- Review regulatory information feeds to determine the regulations impacting Citco entities
- Conduct regulatory impact assessments
- Work with 1st line senior management in implementing new regulations

### Education, Qualifications and Experiences:

- Bachelor's degree in Law/Business Administration/Accounting/ Finance or Economics
- Seven years of experience in the Hedge Fund Industry with proven experience evaluating regulatory and statutory changes, and implementing resulting action plans
- Knowledge of relevant compliance and regulatory matters, specifically Know Your Customer (KYC) and Anti-Money Laundering (AML) and proven experience operating as MLRO
- Ability to work independently and in a team environment
- Prior experience managing a small team
- Strong verbal, written and interpersonal skills and the ability to liaise with all levels of management
- Strong knowledge of Microsoft Office

Citco would like to offer someone a challenging job in a rapidly expanding international company, with an informal company culture. This is a great opportunity to expand your knowledge with excellent prospects for a further international career in one of Citco worldwide offices.

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

**Closing Date: December 05, 2022**