



CONVINA

**We are
hiring!**



Compliance Associate



COMPLIANCE ASSOCIATE

Job Purpose:

Reporting to the Compliance Officer and MLRO you will be responsible to assist in the day-to-day operations of the Compliance Function as well as the implementation and management of approved policies and procedures.

Job Profile & Key Responsibilities:

- Provide support to the Compliance Officer/MLRO in the drafting of internal policies and procedures based on stated objectives and legal/regulatory obligations. Thereafter review
- Assist the Compliance Officer/MLRO to coordinate with other functions for the implementation of approved policies and procedures to ensure compliance with applicable legal and regulatory obligations.
- Conduct file reviews and ongoing transaction monitoring, and report to Compliance Officer/MLRO.
- Maintain compliance registers and records as required by law, as well as file review logs.
- Provide assistance in all audits (Independent AML/CFT Audits, FSC inspections etc) under guidance of the Compliance Officer/MLRO, including addressing information requests/inspections from regulators.
- Perform AML/CFT compliance review and screening for the purpose of client on-boarding, ongoing monitoring and transactions monitoring.

- Help the Compliance Officer/MLRO to coordinate Compliance risk management and training programmes.
- Help the Compliance Officer/MLRO in weekly and monthly screening process of new and existing stakeholders on screening software.
- Any other ad-hoc compliance related duties.

Candidate Profile:

- Should hold a good first degree either in law, law and management, law with finance, or related discipline.
- Have at least 2 years working experience and knowledge of the AML/CFT framework in force in Mauritius, AML/CFT obligations applicable to management companies and the characteristics of different types of legal persons /entities. Experience working with other jurisdictions will be an added advantage.
- Be a quick learner with attention to detail and good analytical skills
- Must be a competent individual with integrity, accountability, strong interpersonal skills, and a team player.

Applications for this position must be
hr@convinafiduciary.com

Curriculum Vitae must be attached