

## FINANCIAL CRIME ANALYST

JOB IDENTIFICATION	
<b>Job Title:</b>	Financial Crime Analyst
<b>Reports To:</b>	Compliance Officer
<b>Department:</b>	Compliance
<b>Persons to be supervised:</b>	None

## THE ROLE

**Purpose:**

The Mauritius based Compliance team provides an essential service to Appleby Global Services by providing an onboarding services alongside monitoring firm activities to enable it to comply with the relevant laws, regulations and internal policies.

The Mauritius based Compliance team is required to work with the firm to identify and manage its risk exposure by ensuring that the systems and controls which exist are effective and relevant in order to protect the firm from both internal and external risk factors, whilst encouraging a culture of compliance and ethical standards.

The purpose of the Financial Crime Analyst role is to provide support to the MLRO and Compliance Officers in each jurisdiction and the wider firm by conducting the allocated responsibilities in an accurate and timely manner. The role will involve completing duties for Jersey, Bermuda and the wider Group.

**Principal Duties and Responsibilities**

- Comply with all relevant internal policies and procedures
- Assist with Customer Due Diligence (CDD) reviews including trigger events.

Undertake client screening and ongoing monitoring to include Conflict Checks, background or equivalent searches

- Review the output generated by the screening and monitoring and escalate to the relevant jurisdictional office for closure, following the screening policy and procedure.
- MI reporting to jurisdictional offices on the screening progress, hits and escalations.
- Engage with key stakeholders of the firm, including other Appleby offices to build solid relationships, improve processes, share knowledge and develop a compliance culture. process improvement and sharing best practice
- Support with regulatory, audit and similar inspections
- Undertake Continuous Professional Development (CPD) Maintenance of compliance registers, where required
- Perform ad hoc tasks as required

### **Knowledge, Skills and Experience Required**

#### **Essential**

- Knowledge, understanding of the Anti-Money Laundering regulations in Jersey, Cayman and Bermuda.
  - Excellent attention to detail
  - Self-motivated with an appetite to learn
  - Effective communication skills
  - Planning and organisational skills
  - Flexible, reliable, committed
  - Team player, efficient
  - Customer focused
  - Analytical
  - Assertive
  - Bachelor's degree in a relevant discipline (law, management business or any field deemed relevant);
  - Working knowledge of a Risk Intelligence Database software;
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- Previous experience of minimum 1 year in a similar role within a regulated financial service provider;
- Willing to work Bermuda hours (3 pm to midnight Mauritian time).

**Preferred**

- Previous experience of processing client due diligence in a regulated or supervised environment
  - Previous experience of client screening and monitoring activities
  - Willingness to undertake a compliance qualification
  - Experience of background screening software and Microsoft Office
  - General interest in the regulatory environment and current affairs
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