



Job Description

Job title: CDD Administrator

Department: Take on Team, Risk & Compliance

Jurisdiction: Jersey

Purpose of the role

This role forms part of the Client Take on Team. The Administrator will provide a comprehensive and confidential Client Due Diligence (CDD) service to the Law firm primarily in Europe and the Caribbean but will also support Asia at times.

Key Responsibilities

- Undertaking the CDD process for new clients in accordance with regulatory and internal processes & procedures
- Performing online screening and adverse media checks and analysing results identifying areas for review
- Communicating with internal teams and external clients to ensure CDD collection is undertaken promptly; following up as necessary to manage outstanding CDD
- Remediation of existing CDD where required
- Carrying out regular reviews of CDD in line with agreed policy and procedures
- Proactively respond to queries from teams and clients as part of the CDD service
- Provision of regular data to the Take on Team Manager as required

Competencies

- 1-2 years' experience working in an Anti-Money Laundering and/or Client Due Diligence environment is desirable
- Good IT skills, including Microsoft Outlook, Excel and Word
- Excellent written and verbal communication skills
- Good analytical and organisational skills, ability to prioritise work load and meet tight deadlines
- Ability to make decisions and use own initiative within the scope of regulatory requirements, policy and procedures
- Positive attitude and demonstrated ability to work effectively in a team
- Ability to use SharePoint & ViewPoint is desirable but not essential as training will be provided
- Ideally hold an AML certificate or similar relevant qualification

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com