



Job Description

Job title: Administrator / Senior Administrator - AML

Department: OGL

Jurisdiction: Hong Kong

Purpose of the role

Assist the AML Compliance Officer ("AMLCO") in all aspects of the administration and management of the firm's Anti-Money Laundering ("AML") Officer Services to a varied portfolio of clients and related entities. The successful candidate will work independently and be able to efficiently support the AMLCO in managing AML compliance risks and the oversight of AML controls..

Key Responsibilities

- Maintenance of appropriate systems and controls (including documented policies and procedures) to ensure compliance with Cayman AML and Counter Financing of Terrorism (CFT) laws/regulations
- Ensuring that data and relevant documents held for existing clients is correct and properly filed, amending and updating if necessary
- Assist in the preparation of periodic reports to the boards regarding the state of the client funds' AML/CFT programs and controls
- Assist in distribution of AML questionnaires to administrators and investment managers, ensuring collection of all requested AML procedures and manuals, and relevant agreements is undertaken, promptly following up as necessary to manage outstanding documentation
- Maintaining logs/records relating to specified scenarios such as subscription rejections; investor account freezes; and politically exposed persons (PEPs) and other high risk investors
- Maintaining records of suspicious activity reports and investigation details
- Maintaining register and records of suspicious activity reports filed with Financial Reporting Authority ("FRA") as needed
- Maintaining logs/records relating to correspondence with Cayman Islands Monetary Authority (CIMA), FRA and other regulatory authorities
- Assist in carrying out regular audits/testing of the AML/CFT program
- Pro-actively take on additional responsibilities and administration tasks as required by your manager or clients

Competencies

- 5 years' experience working in a compliance, risk or operational function, within law firm, corporate service, or investment and funds services industries preferred
- Bachelor Degree in Accounting/Finance or related area. Working towards or holding a professional qualification - e.g. ACOI/LCOI/ACCA
- Knowledge of corporate service business with a particular focus on Cayman and/or BVI
- Experience with analysing AML/KYC/CDD aspects of client take-on processes
- Good understanding of the applicable statutory laws and other related legal and regulatory requirements, including those related to the prevention of anti-money laundering, and terrorist financing, reporting of suspicious activity or transactions, client due diligence and record keeping

Job description (cont.)

- Ability to use SharePoint & ViewPoint is desirable
- Strong organisational skills and attention to detail. Ability to deal with tasks independently and use own initiative
- Excellent written and verbal communication skills. Fluent in both Mandarin and English

Contact

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