



Job Description

Job title: Administrator / Senior Administrator - Investor Services

Department: OGL

Jurisdiction: Hong Kong

Purpose of the role

Assist the Manager, Investor Services in all aspects of the administration and management of the provision of investor services, including conducting investor KYC and FATCA and CRS (AEOI) services, including AEOI registrations, due diligence and reporting. The successful candidate will need to efficiently support the Manager in managing a portfolio of investment fund clients.

Key Responsibilities

- Review investor due diligence documents in compliance with the relevant Cayman Islands AML/CFT laws and regulations.
- Assist with GIIN registrations and Cayman Islands TIA notifications.
- Review FATCA forms and self-certification forms.
- Assist with AEOI reporting for Cayman Islands investment funds.
- Act as the point of contact and liaise with clients/investors on investor services and related matters.
- Assist with any ad hoc requests from the Manager as required.

Competencies

- Bachelor Degree or above in Business Administration/Law/Accounting/Finance or related areas.
- A minimum of 2 years' experience working in a client on-boarding, compliance or operational function, within offshore law firms or corporate services firms are preferable.
- Experience with AML/KYC/CDD with a particular focus on Cayman Islands investment funds.
- Good understanding of applicable laws and regulations regarding AML/CFT and AEOI.
- Excellent written and verbal communication skills. Fluent in English, Mandarin and Cantonese
- Excellent attention to details and accuracy of data entry.
- Experience using ViewPoint and SharePoint is desirable, but not essential as training will be provided.

Contact

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

Regulatory information can be found at ogier.com