

Job Description

Job title: AML and Compliance Administrator

Jurisdiction: Cayman

AML Compliance Administrator

Are you detail oriented and enjoy working with a dynamic team in a fast paced environment? Join our team!

Purpose of the role

This role will provide comprehensive and confidential support services to the Directors and AMLRO, ensuring that they, and the clients of Ogier Global Limited are fully supported.

Key Responsibilities

- Prepare client proposals, electronic take on forms (ETOF), fee proposals and risk assessments for current clients of the fiduciary services and AML team, and on potential new business;
- Ensure that all new client matters are accurately set up in the client accounting and database system, including research to satisfy due diligence requirement;
- Provide executive assistance to the AML services team as required;
- Provide assistance to, coordinate and collaborate with Fund administrators and Investment managers;
- Screen all incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team;
- Take ownership of allocated administrative tasks relevant to the team;
- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence
- Prepare conflict checks and complete file opening procedures including compliance information and liaising with client in respect to due diligence requirements;
- Prepare/draft documents and correspondence;
- Assist with preparation of invoices and follow up of payments with clients by implementing early intervention process, liaising closely with Credit Control on accounts receivable; and
- Actively participate in team meeting and social events.

Competencies

- 3 years' experience within a legal or financial services environment;
- ICSA/ICA/ACAMS qualification (or working towards it) preferred;
- Proficient in Word and Outlook;
- Proficiency in Viewpoint would be advantageous;
- Administrative and document management experience;
- Superior organisational skills, with a disciplined approach to documentation;
- Ability to efficiently manage own time, and effectively prioritise workflow;
- Experience in drafting professional correspondence;
- Demonstrated ability to effectively liaise with 3rd parties including clients;
- Experience in working to tight reporting deadlines and meeting demanding client obligations; and

- Ability to adhere to the highest level of confidentiality at all times.

Salary in the range of US\$60,000 - US\$80,000 per annum. Ogier offers an excellent benefits package, including premium health care and 20 days' vacation.

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

Caymanians and legal residents need only apply. Closing date December 14, 2018.