



An alternative career in finance

Compliance Analyst

Following strong organic growth, we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate since we began.

To find out more or apply, visit aztecgroup.co.uk/careers, email careers@aztecgroup.co.uk or call us on +352 246 160 6139.

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Job Description

Compliance Analyst

Reports to Compliance Manager

As a Compliance Analyst you will be dedicated at completing, on a regular basis, the Aztec compliance monitoring programmes, and will be involved in AML/ Client Facing Team matters to provide assistance in different regulatory matters. In turn, you will become a key advisor to the business units, to the Senior Management and, in general to all colleagues and departments requiring compliance assistance.

Key responsibilities:

- + Provide help with performing background checks on new clients and, when required, on investors
- + Assist with assessing investor client due diligence files
- + Take ownership in completing compliance monitoring programmes
- + Review periodic client reviews completed by client teams and maintain the related schedule
- + Monitor any regulatory and legislation updates and assist with updating and/or developing policies, procedures as well as compliance monitoring programmes when required
- + Undertake routine office tasks where necessary

Skills, knowledge, expertise:

- + Good communication and relationship building skills are required to develop working relationships with colleagues and within the AML and Compliance Team
- + Analytical approach with good research skills
- + Have a team player attitude
- + Good organisational skills
- + A self-starter with a proactive and dynamic style and a high degree of attention to details
- + Ability to work under pressure whilst maintaining accuracy and quality standards
- + Highly motivated
- + University degree or equivalent in Law, Economics, Commerce or other relevant subjects is an advantage
- + 1-2 years of experience in similar role

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Aztec Group is an
ACCA Platinum Employer



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Job Description

Compliance Analyst

Skills, knowledge, expertise (continued):

- + Have a working knowledge of Microsoft products, in particular Word and Excel
- + Fluent in English, French would be an advantage
- + A high level of integrity and professionalism

We will provide the training, both in house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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