



An alternative career in finance

Junior AML Analyst

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are 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 for over ten years.

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

Junior AML Analyst

Reports to AML Supervisor / AML Manager

As a Junior Anti-Money Laundering (“AML”) Analyst you will be dealing with Anti-Money Laundering / Counter Financing of Terrorism (“AML/CFT”) matters on a daily basis.

Your primary role will be to closely support and advise the client facing teams in relation to AML/CFT matters. At times you may need to deal directly with external parties such as fund investors, shareholders and other professionals of the financial sector.

You will be charged with maintaining well organised and up to date client due diligence (“CDD”) files for each investor in both the AML database and on the hard copy files.

Where weaknesses are identified in the existing records, you will be in charge of taking actions to communicate those requirements to the CFT teams to ensure that the appropriate documentation is obtained and assessed.

Key responsibilities:

- + Ensure that, in the identification of clients and funds’ investors, all KYC requirements and compliance with the appropriate regulatory framework are met
- + Set up of clients and investors profiles in the AML database and ensure that KYC information and documents are duly uploaded
- + Assist client facing teams in dealing with external parties and take care that proper information and documentation are collected on time
- + Ensure regular follow-up with external parties is made in relation to submitted requests
- + Constantly monitor AML/CFT regulatory and legislation updates and ensure that a satisfactory level of compliance is met
- + Ensure that the clients and investors’ electronic database is regularly screened and that automatically generated alerts are treated on time

Skills, knowledge, expertise:

- + Excellent communication and relationship building skills are required to develop working relationships with colleagues (from both the Compliance Team and the client facing teams) and to deal with external parties
- + Analytical approach with good research skills
- + Have a team player attitude
- + Good organisational skills

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Skills, knowledge, expertise (continued):

- + A self-starter with a proactive and dynamic style and a high degree of attention to detail
- + Ability to work under pressure while maintaining accuracy and quality standards
- + Highly motivated
- + University degree or equivalent in Law, Economics, Commerce or other relevant subjects can be an asset
- + Have working knowledge of Microsoft products, in particular Word and Excel
- + Fluent in English. French is 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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