



An alternative career in finance

Senior Anti-MoneyLaundering ('AML') Analyst

Following a request of one of our clients to support them in the completion of a specific remediation project related to AML, we are on the lookout for a bright and experienced person to join our team.

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 over a 90% 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 +44 (0) 1534 837562.

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Job Description

Senior AML Analyst

Reports to AML Supervisor/ AML Manager

The purpose of this position is to act as a strong stakeholder within the Aztec Group's Luxembourg office, in relation to a specific project aimed at reviewing and updating investors' KYC files for 2 investment funds' structures setup by one of the Aztec clients.

The Senior AML Analyst will directly manage the daily work related to such project and will report results on a regular basis to the AML Supervisor/ AML Manager. Additionally, the Senior AML Analyst will also liaise on a regular basis with the client and will discuss about the progress of the project.

As the Senior AML Analyst role is opened in connection with the specific remediation project, the employment contract will be for 1 year. Possibilities to convert the contract to a permanent one may be discussed in due course.

Key Responsibilities:

- + Coordinate the daily work related to the review of the investors' KYC files for 2 existing investment funds' structures;
- + Ensure the regular review, on a daily basis, of KYC documents related to the remediation project, assess them and provide feedback on any additional information/evidence required to finalise the KYC process;
- + Coordinate and review the work of a Junior AML Analyst that will also be dedicated to the remediation project;
- + Ensure that satisfactory and timely screening is completed on all the parties in-scope of the remediation project and escalate eventual results to the relevant colleagues of the AML Team;
- + Ensure that all information collected through the remediation project are duly setup and reflected in the Aztec Luxembourg AML electronic database;
- + Ensure final sign-off of the investors' KYC files once they are complete;
- + Ability to deal with external parties (client/investors/advisors/service providers) to eventually discuss and explain any AML/CFT requirement and request;
- + Subject to available time during periods where the remediation project may not require full daily work, support the Aztec Luxembourg AML Team in completing the daily tasks related to AML/CFT;

Skills, knowledge, expertise:

- + Good management skills;
- + Proven service delivery skills;

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- + Strong communication skills (both written and verbal);
- + Good time management and organisational skills;
- + An analytical approach with good research skills
- + Ability to take ownership and demonstrate initiative, to negotiate, influence, build consensus and successfully navigate within a demanding environment;
- + Self-motivated and capable of prioritising and organising workloads as required;
- + A good understanding of, and experience with, performing AML/CFT activities within a financial services company;
- + A university degree or equivalent in Law, Economics, Finance or other relevant subjects or equivalent professional qualification could be an advantage;
- + 2-4 years of experience in a similar/equivalent role within the financial services sector in Luxembourg;
- + Working knowledge of Outlook, Word and Excel;
- + A high level of integrity and professionalism;
- + Fluent in English. French or German could also be an advantage;
- + Ability to work as a team member.

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