



An alternative career in finance

AML Analyst – CDD Projects

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 in 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 aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 834456.

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Job Description

AML Analyst – CDD Projects

Reports to AML Manager

The purpose of this position is to specialise in Client Due Diligence (“CDD”) enabling Aztec to main up to date and relevant CDD records to meet regulatory requirements.

The role requires daily liaison with other AML and Compliance team members as well as with client facing teams within the company.

Key responsibilities:

- + Perform CDD reviews by conducting and recording desk-based research and screening, updating records accordingly
- + Perform risk assessments on investors and client entities to evaluate the inherent Money Laundering or Terrorist Financing risk and where appropriate escalate to AML Managers/Supervisors
- + Identify and record relationships with Politically Exposed Persons (“PEPs”) as part of the review process
- + Ensure accurate and complete CDD records are maintained to cover new business, name changes, transfers of interest and changes in structure, as required
- + Draft and update investor and client profiles, as required
- + Ensure CDD review procedures are carried out in line with AML laws, regulations, guidelines and company policies and procedures
- + Assist in the preparation of AML reports as required
- + Remain fully up to date with anti-money laundering legislations and guidance in the relevant jurisdictions with an awareness of developing money laundering methodologies and policies where necessary
- + Assist in CDD Projects identified as required

Skills, knowledge, expertise:

- + Some experience in the collation and review of CDD is essential
- + Good time management and organisational skills
- + Able to demonstrate a team player attitude
- + A self-starter with a proactive and dynamic style and a high degree of attention to detail
- + An analytical approach with good research skills

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Skills, knowledge, expertise (continued):

- + Ability to work under pressure while maintaining accuracy and quality standards
- + A high level of integrity and professionalism
- + Some knowledge of Funds and the AML regimes in Jersey, Guernsey and the UK would be an advantage, but not essential
- + Must have working knowledge of Microsoft products, in particular Word and Excel

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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