



An alternative career in finance

Senior AML 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 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

Senior AML Analyst

Reports to AML Supervisor

As a Senior AML Analyst specialising in Anti-money Laundering (AML) / Counter Financing of Terrorism (CFT) the individual will assist with the continuing client due diligence (CDD) procedures both pre and post client / investor take-on and will be a key advisor to the business, clients and investors on AML matters.

You will be an active part of the Aztec Compliance and AML team who will contribute your ideas to the way we do things and develop further your own expertise, as well as the expertise of the people who work with you.

The role requires daily liaison with other Risk and Compliance employees and with both client facing teams within the company as well as our clients.

Key responsibilities:

- + Undertake CDD enquiries and collate documentation in line with Aztec Policy
- + Ensure accurate and complete CDD records are maintained to cover new business, name changes, transfers of interest and changes in structure (Promoters, Carry vehicles, General Partners, Management, GP Entities, Investors, POAs & SPVs etc)
- + Review and assess CDD files to evaluate the inherent AML risk and where appropriate escalate cases to the relevant jurisdiction's MLRO/MLCO as required
- + Provide guidance to Administration teams and key stakeholders to ensure CDD files are prepared accurately, completely and in a timely manner
- + Ensure CDD procedures are carried out in line with AML laws, regulations, guidelines and company policies and procedures
- + Manage and administer the production, review and remediation of reports resulting from the use of the World-Check Sentinel database
- + Prepare AML reports as required for the Fund Boards
- + Perform periodic reviews of CDD files
- + Perform testing as part of the AML/CFT Monitoring Programme
- + Remain fully up to date with anti-money laundering legislations and guidance in the relevant jurisdictions with an awareness of developing AML/CFT methodologies and policies where necessary

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Key responsibilities (continued):

- + Assist with the roll out of the regular AML/CFT training to ensure staff training requirements are met

Skills, knowledge, expertise:

- + Proven experience in AML/CTF or a compliance role within the financial services sector would represent a strong asset for this position; and Experience and knowledge of Funds would be an advantage but not essential
- + A working knowledge of the AML regimes in Jersey, Guernsey and/or UK
- + Excellent communication and relationship building skills are required to develop close working relationships with colleagues, clients and business contacts
- + Good working knowledge of IT systems, particularly Microsoft Excel
- + Able to demonstrate a team player attitude
- + Good time management and organisational skills
- + A self-starter with a proactive and dynamic style and a high degree of attention to detail
- + An analytical approach with good research skills
- + Ability to work under pressure while maintaining accuracy and quality standards
- + A high level of integrity and professionalism
- + You may hold a university degree or equivalent ICA qualification Ideally you will have working knowledge of Microsoft products, any experience of creating reports driven by Excel functions would be an advantage

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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