

Junior Compliance / KYC Administrator

REQUIREMENTS

- Degree from a top tier University, preferably in the legal or financial field
- Entry level position – any prior work experience in the legal or compliance / AML field will be considered an advantage
- Work experience with a corporate services provider will be considered an advantage
- Knowledge of basic laws/regulation in regards to AML and Sanctions
- AML certificate from ICPAC/CyBar (or interest to obtain within first 6 months of employment)
- Excellent command of the Greek and English language
- Knowledge of Russian language will be considered an advantage
- Excellent command of MS-Office
- Knowledge of Ispir Software (Corporate and AML) will be considered an advantage
- Knowledge of Mfiles Software will be considered an advantage
- Good verbal and written communication skills
- Ability to work in a team
- Organized, hardworking and able to work fast and efficiently under pressure
- Ability to multitask

RESPONSIBILITIES

- Collection of onboarding / KYC documents for new and existing clients
- Assist the company with KYC, compliance and AML administration tasks
- Undertaking new clients' onboarding and assessment
- Undertaking file reviews as required and updating client files, while ensuring proper record keeping and updating of internal compliance records and client risk classification (Low – Medium – High)
- Conducting screening checks (PEPs, Sanctions, Adverse Findings etc)
- Assisting with submissions and updates of the UBO Registry
- KYC and AML monitoring and administration procedures, including liaising with clients for KYC and Due Diligence requests
- Liaising with the Compliance Officer and firm's departments to ensure adherence to regulatory and compliance standards
- Assisting the Compliance Officer with the firm's internal compliance duties, including drafting of internal documents, policies and manuals
- Assisting the Compliance Officer with preparing and submitting annual reporting regarding the firm's activities and duties with ICPAC
- Support the team with matters relating to AML / KYC / Due Diligence policies, procedures and controls
- Being up-to-date with all developments in the compliance/AML/regulatory/Sanctions field
- Understanding requirements/obligations emanating from new regulations/laws, communicating such to the firm's staff and properly implementing into the firm's operations
- Organizing firm's internal and external compliance training
- Daily communication with clients and banks in regards to KYC and Due Diligence requests

WHAT WE OFFER

- Hybrid working schedule, depending on the department's needs – office located in a prime central location of Limassol
- 22 days' paid annual leave
- 3 days' annual sick leave (without the procurement of supporting documents)
- Competitive salary based on qualifications
- Annual performance review

- Continuous professional development
- Opportunity for career growth within a fast developing sector

Apply now at salomi_p@hotmail.com

Salomi Potamitou

Freelancer Recruiter