



Business Consult is hiring candidates for the post of – **Compliance Assistant**

Business Consult is an offshore management company, duly licensed by the Financial Services Commission (FSC) of the Republic of Mauritius to provide an array of financial and fiduciary services in relation to a broad range of structures, including the formation and structuring of offshore companies, trusts, funds and other Special Purpose Vehicles (SPVs).

We have been working regularly with clients including leading global professional services firms and high net-worth individuals for over 20 years. We have networks across the world, in all the major financial centres. The scope of our global offerings extends, beyond the delivery of compliance services to advising on complex international business structures and planning to minimise tax liabilities.

Situated at: 6th Floor Newton Tower Sir William Newton Street Port-Louis Republic of Mauritius

Duties are as follows:

- Assist the Compliance Officer/MLRO in the development and implementation of AML/CFT policies and procedures
- Assist in conducting due diligence, risk assessments and ongoing monitoring
- Conducting research and analysis on AML/CFT matters under the supervision of the CO/MLRO
- Update registers, files and KYC records and conduct clients' file review
- Assist in maintaining clients files and records
- Liaise with and reply to clients' query
- Assist in gather data and drafting of Compliance Reports
- Assist in transaction monitoring of clients
- Assist and participate in regulatory inspections
- Any other related tasks

Skills/Experienced Required

- A degree in law, management, business studies, accounting or any other qualification that is deemed equivalent
- Sound basic knowledge of Company law and FIAMLA AML/CFT legislation
- Good analytical skill with critical and cross-lateral thinking ability
- Problem-solving mindset within legal framework
- Willingness to do research for self-learning in own time
- Good writing and presentation skills
- Ability to prioritise work load and meet tight deadlines
- Ability to multi-task and handle key deliverables
- Proficient at using Microsoft Office

In-house training will be provided.

We are currently looking for degree holders in:

- BSc (Hons) Accounting (Minor: Law)
- BSc (Hons) Accounting (Minor: Management)
- BSc (Hons) International Business Finance

Duration: (Full time)

Experience: (Optional)

Remuneration: Monthly Salary

Working Days/ Time: From Monday to Friday- 8:45 to 16:45

Send your CV/ Motivation Letter on: arvin.rogbeer@businessconsult.mu

By: **(A deadline of a minimum of one week)**

Learn more on their company: www.businessconsult.mu