



Career Opportunity

Swan Life Ltd has an excellent opportunity for a Compliance Support

The job incumbent will report to the Manager Compliance.

Responsibilities

- Conduct clients' checks using screening tool, discount or match hits obtained and advise business users on the course of action.
- Respond timely and professionally to compliance-related queries from business users, including queries related to CDD, data protection, AML/CFT, etc.
- Perform ongoing monitoring of clients on screening tool and provide advice to users on hits obtained.
- Conduct periodic or event driven reviews of clients' files in line with applicable laws and regulations and prepare reports on the findings and recommendations.
- Update data on systems, including judge's orders, attachment orders, designated and listed parties from UNSC sanctions lists, FSC alerts and communiques, PEP's names, etc.
- Prepare Targeted Financial Sanctions reports to be submitted to the National Sanctions Secretariat as per the legal timeframe.
- Help to develop, maintain and revise policies and procedures for the general operation of the compliance program and keep a change log.
- Perform User Acceptance Testing in case of change or improvements in systems and processes.
- Collaborate in the preparation of trainings, Compliance Officer/MLRO reports and Compliance reviews.
- Provide support during regulator's onsite and offsite inspections.
- Participate in other compliance-related tasks and projects as required.
- Assist the Compliance Manager in his/her responsibilities.

Candidate's Profile

- University degree and/or professional qualification in Finance or Law or Management or any other related field
- Have at least 1 year working experience in a similar position
- Have an excellent command of English and French, both written and spoken
- Have good interpersonal skills
- Be an excellent team player
- Be able to work under pressure, multitask and meet tight deadlines
- Use discretion regarding confidential material and adhere to the code of ethics

If you feel challenged by the above position, please send your application letter and a full Curriculum Vitae quoting 'Compliance Support' to hr@swanforlife.com by Monday 27 June 2022.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.