

First Island Trust Company Ltd and member of Kreston Global, is a leading provider of corporate, trust and fund administration services dedicated to the financial services sector worldwide. We value people, promote equality, integrity and honesty. We are welcoming applications from talented individuals for the below mentioned position:

Assistant Compliance Officer

Job summary

The post is for an Assistant Compliance Officer and the latter reports to the Manager. The main responsibility of the Assistant Compliance Officer shall be to review files ensuring compliance with the legal requirements while maintaining high level of confidentiality at all times. The Assistant Compliance Officer shall also be responsible for any other designated task given by the manager.

Responsibilities

- Conduct due diligence before on boarding clients.
- Ensure periodical review of corporate files as per regulatory requirements.
- Develop, periodically review and update legislations, procedure manual and any other compliance framework to ensure relevance in providing guidance to management and employees.
- Be able to identify potential areas of compliance vulnerability and risk.
- Be able to give assistance in developing and implementing corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations.
- Assist in developing and implementing compliance training programs.
- Prepare compliance reports to management/corporate governance committees.
- Assist in investigating complaints and coordinate action plans with other departments.
- Be able to prepare and deal with regulatory inspections and visits.
- Monitor changes in relevant legal requirements and other regulatory developments which may impact on the company and advise Directors on their implications.
- Provide ongoing compliance advice to management and staff members.
- Carry out any other such task required in the course of duty.

Requirements

- LLB(Hons)/Law and Management/ Any other relevant degree or Professional qualification in the global sector.
- Experience in similar role or in Corporate Administration.
- Familiarity with legislation and regulatory framework of company.
- Conversant with Microsoft office.
- Excellent verbal and written communication skills.
- Good interpersonal, analytical and organisational skills.
- Work in team and independently as well.
- Prepare to work overtime when required.

Please send application on: fitco-hr2@myt.mu

Closing date: 10 May 2024