



First Island Trust Company Ltd is a leading provider of corporate, trust and fund administration services dedicated to the financial services sector worldwide since 1996. We value people, promote equality, integrity and honesty. We are welcoming applications from talented individuals for the below mentioned positions.

## 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 onboarding 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/ A Master's degree in Law/Professional qualification would be an advantage.
- Experience in similar role or in Corporate Administration.
- Familiarity with legislation and regulatory framework of company.
- Familiar 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.

## CORPORATE ADMINISTRATIVE OFFICER

### Job summary

The Corporate Administrative Officer reports to the Manager and is responsible for the administration of a portfolio of clients and ensuring compliance with the Mauritian laws and Local Authorities.

### Responsibilities

- Maintaining a portfolio of Global Business and Domestic companies.
- Assisting in the set up and day to day administration of Global Business and Domestic companies.
- Liaising regularly with bankers and government bodies such as the MRA, FSC, Registrar of companies amongst others.
- Ensuring the systematic and timely filling of statutory returns.
- Dealing with accounting team, auditors and clients regarding issues under Mauritian laws.
- Ensuring compliance as per the laws of Mauritius and rules of the FSC and Registrar of Companies.
- Keeping track of clients' billings and following up on accounts receivable.
- Handling client's queries professionally, ensuring client satisfaction & timely service delivery.
- Any other relevant duties such as business facilitation amongst others as may be assigned.

### Requirements

- Bachelor's Degree in Law and Management, Law with Finance, Finance with Law or partly ICOSA qualified.
- Experience in Global sector would be an advantage.
- Conversant with Microsoft office.
- Good interpersonal and organisational skills.
- Verbal and written communication skills.
- Self motivated and dynamic.
- Ability to work in team and independently as well.
- Prepare to work overtime when required.

Please send us your CV on the following email address: [fitco@intnet.mu](mailto:fitco@intnet.mu) & CV named as follows: Post name\_Candidate name.