

**Post**

Junior Compliance Analyst

**Department**

Compliance Team

**Responsibilities/Duties**

Successful candidates will assist our compliance team in their daily work, whilst providing valuable support in terms of the following:

1. In terms of customer due diligence, the compliance team of the firm provides the following assistance/support:
  - Identifying and verifying the 'Know Your Customer' ("KYC") documents of potential and existing clients in accordance with the Financial Services Commission's requirements, the Financial Intelligence and Anti-Money Laundering Act 2002 and the Financial Intelligence and Anti-Money Laundering Regulations 2018.
  - Name search on risk intelligence databases and various international lists such as OFAC and UN Security list.
  - Advising on documents to be requested for establishing source of fund and source of wealth.
  - Advising on KYC for complex structures, entities and types of clients not referred to in the Financial Services Commission's Handbook.
2. Risk profiling of clients:
  - Using a risk profile sheet to assess clients/risk profiling of clients.
  - Regular review of clients' businesses and assessment based on their risk status.
  - Regular name screening.
  - Advise on handling high risk clients such as PEP.
3. Training on procedures of licensees and also on AML development locally and internationally.
4. Record keeping in accordance with applicable laws.
5. Drafting procedures Manual.
6. Assisting in preparing for the regulator's visit.

7. Provision on legal updates on AML.
8. Review of application for licensees with the regulator.
9. Ad hoc compliance queries.
10. Evaluating AML/CFT process and procedures.

### Qualifications

Successful candidates must:

- Demonstrate that they have the required skill, knowledge and competence to work in a corporate law firm;
- Hold a valid university and/or postgraduate degree from a university of good standing in law, law and management, finance with law, or any other relevant field;
- Have a good command of spoken and written English and French with good grammatical and punctuation skills;
- Be proactive, steadfast, meticulous and pay attention to detail in their work;
- Be ready and able to work under pressure for local and international clients;
- Have good computer skills including a good command of MS Word, MS Excel, and MS Powerpoint. Candidates may be asked to undergo tests as to their skills before a final decision is made.

### How to apply?

Interested candidates must send a resume and a cover letter in English or French to [bheshraj.chummun@calaw.mu](mailto:bheshraj.chummun@calaw.mu) and should submit copies of inter alia the following documents along with their application:

- National Identity Card
- School Certificate and Higher School Certificate
- University Degree and related educational and professional certificates
- Letter of motivation
- Updated Curriculum Vitae with full contact details, together with any letter of referral in relation to any previous work experience.

Originals of documents will be required to be produced on the date of the first interview.

Candidates will be on the Youth Employment Programme for the first year.