



AML/CFT & Data Analyst

Ebene, Mauritius

Full-time

Company Description

Fund services | Corporate | Capital markets | Private client | Regulatory & Compliance

We help clients succeed by unlocking new value through expertise, trust and scale. We deliver solutions that solve complex challenges faced by asset managers, financial institutions, corporates, high net-worth individuals and family offices.

With a curious mindset, we ask the right questions to get to the right solution, faster. We collaborate to win together, sharing successes and shaping the future of our global business. Our culture of support and recognition provides the tools and opportunities for you to grow, while unlocking the most value for our clients and making your mark with Ocorian.

Expertise: We deliver specialist, tech-enabled solutions for our clients grounded on deep industry expertise.

Trust: We're a trusted partner to over 8,000 clients globally. We are proud to have long-lasting partnerships with our clients.

Scale: With more than 1,500 colleagues, we operate across 20+ countries, our scale enables us to support our clients globally and locally, providing a seamless client experience across borders and service lines.

Job Description

Main Responsibilities

Conduct the following within prescribed deadlines (but not limited to):

- Responsible for assessing the completeness and accuracy of documents and data points related to AML/CFT compliance by reviewing client files in line with the pre-defined global AML/CFT file review and data management process.
- Performing the relevant screenings.
- Identify and advise on CDD deficiencies and agree approach to obtaining additional information.
- Ensuring that the relevant identified action points are correctly recorded in the systems.
- Ensuring relevant documents and information are saved in the relevant workspaces/system fields.
- Liaise with other Ocorian offices as well as with their clients.

- Verifying the relevance and accuracy of client-provided information and documentation to ensure compliance with regulatory requirements and internal policies.
- Updating any client information on the Ocorian systems.
- Manage and secure data integrity.
- Ensure an awareness and understanding of Regulatory requirements, standard, simplified and enhanced CDD measures in relation to the relevant jurisdiction/s and apply appropriately.
- Ensure jurisdictional regulations are met.
- To achieve quality and quantity objectives as set out on a daily and weekly basis.
- To adhere to all internal policies and procedures.
- Report and provide regular updates to the reporting line or any other designated person and provide general assistance to the latter and to undertake any ad hoc duties as may be required.
- Ensure completeness of due diligence documents and information for a portfolio of clients according to Ocorian Policies and Procedures

Other Responsibilities:

- Protect the confidentiality, integrity and availability of all information on Ocorian, its clients and employees at all times to safeguard the professional reputation of Ocorian, its employees and its clients.
- Accurate time recording in accordance with Ocorian Policies & Procedures.
- Comply with all information security policies, procedures and guidelines in place at Ocorian to ensure information security.

Qualifications

- Starting/ Completing/ Holding a Degree in Law/Management/Finance/Business or have completed a professional/relevant qualification to Certificate Level (e.g. ICSA/STEP).
- Relevant training will be provided.

Knowledge/Skills/Experience

- A minimum of 6 months' to 1 year experience preferably in the financial services, compliance, legal or audit environment.
- IT savvy with ability to learn any IT Systems related to the job.
- Ability to interpret complex structures and identify beneficial ownership.

Competencies

- Attention to details.
- Good time management skills.

- Excellent interpersonal skills and the ability to communicate effectively with clients and colleagues at all levels.
- Analytical skills.
- Ability to work under pressure and meet deadlines.
- Flexible, energetic and enthusiastic.
- A solution driven attitude to problems.
- Ambitious to learn and be challenged.
- Ability to work on own initiative.
- Good organisational skills and the ability to work methodically and accurately.

Additional information

All staff are expected to embody our core values that underpin everything that we do and that reflect the skills and behaviours we all need to be successful. These are:

- **We are CLIENT CENTRIC** – Clients are at the centre of our world, and we’re committed to providing expertise and specialist solutions to meet their most complex challenges.
- **We are AMBITIOUS** – We aim high. We think and act globally, seizing every opportunity to delight our clients and support our colleagues - wherever in the world they may be.
- **We are AGILE** – We act on our initiative to get things done for our clients. Our independence gives us the flexibility and freedom to keep things simple, efficient and effective.
- **We are COLLABORATIVE** – With a curious mindset, we ask the right questions to get to the right solution, for our clients faster. We collaborate to win together and share our successes.
- **We are ETHICAL** – We behave with integrity at all times and assume positive intent, building trust through responsible actions and honest relationships.

Equal Opportunities for Everyone

Please let us know if there’s anything we can do to make the process easier for you. You can reach us at careers@ocorian.com.

We’re an equal opportunity employer. All applicants will be considered for employment without attention to age, ethnicity, religion, sex, sexual orientation, gender identity, family or parental status, national origin, or veteran, neurodiversity or disability status.

What’s In It For You

- Competitive salary
- This role is Mauritius based but we are hybrid with 2 days in office after probation
- Flexible working hours
- Private Pension Plan fully paid by the company after probation

- Private medical insurance with Catastrophe cover fully paid by the company
- Employee recognition program and spot bonuses