



Grammont Management Ltd is hiring Junior Compliance associate

- Grammont Management Ltd is a leading management company based in Mauritius and regulated by the Financial Services Commission. With a license acquired in 2021, Grammont has quickly established a reputation for excellence. We are serving clients from around the world, including SPVs, Funds, and Investment Managers incorporated in jurisdictions such as Mauritius, Bermuda, the Cayman Islands, Cyprus, the United Arab Emirates, and beyond.

Born from a desire to bring Swiss-quality services from the island of Mauritius, Grammont Management Ltd has achieved tremendous success in its first year of operation, surpassing \$1bn in assets under administration. This remarkable accomplishment is a testament to the skill and expertise of our team, comprised of individuals from various backgrounds who bring a unique perspective to our work.

At Grammont, we embrace diversity and respect the differences that make our team members unique. We believe that a secure and dynamic working environment, where employees feel valued and respected, leads to better performance and higher satisfaction for everyone involved.

- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius

- Duties are as follows:

- Liaising with all relevant business and supporting areas within the Company.
- Providing assistance in the monitoring of the adequacy and effectiveness of the measures and procedures of the Company.
- Maintaining an accurate record of all documents, filing and archiving hard and soft copies of each according to the company policies.
- Assist in collection of KYC Documentation for individuals and entities.
- Input and maintain Static data of investors and investments.
- Review fund documentation to ensure all statutory and corporate governance requirements are adhered to before any fund transactions are made.
- Assist the compliance team in carrying out file reviews on client files.
- Updating AML review system with active
- Preparing customer and business risk assessments for client entities.
- Assist in preparation and during independent audits for the Company and any clients as required.
- Assist in preparation of any communications with regulators and preparation of submissions as required by law or by any request by the regulator.
- Complete control sheets for all core processes. Ensure all procedures have been followed and supporting documents have been received.
- Providing assistance in preparing the annual written reports.



- Providing assistance in preparing training for the staff of the Company in respect with the compliance function according to the Law.
 - Providing assistance with the monitoring of legal and regulatory developments and assess their impact on the compliance of the firm's ongoing business processes.
 - Providing assistance to maintain and update internal policies and procedures of the firm, in order to be in line with regulatory requirements.
 - Providing assistance to maintain records of internal approvals, personal trading statements, communications with authorities etc.
 - Providing assistance to develop and deliver training on compliance issue to the firm's personnel.
 - Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your supervisor.
 - Support for execution of daily tasks such as incorporating companies, setting up client accounts, preparing resolutions and minutes of directors and shareholders meetings, assisting with changes in the Company's Memorandum and Articles, preparing and submitting of Annual Returns, preparing Powers of Attorney, and drafting and reviewing corporate documents and agreements.
 - Support for preparation of some corporate documents (minutes, resolutions, resignation / acceptance letters, instruments of transfers etc)
 - Support for submission of Financial Statements.
 - Banking Support: Preparation and execution of bank account application forms when necessary and communication with all banks whether in Mauritius or abroad & Liaising with banks and clients for the ongoing update monitoring review of the accounts
 - Liaising with law firms in relevant countries regarding client transactions, reorganisations, obtaining legal opinions etc.
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- We are looking for degree holders of LM302,LM303,LM303M,LM305,LM305M,LM306,LM307,LM310,LM310M,LM310E, SHLM301, SHLM302, SHLM308
 - Duration: Full time
 - Experience: no experience required or experience of 1-2 years
 - Remuneration: 16-25k
 - Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
 - Send your CV/ Motivation Letter on: hr@grammontmanagement.com



- By: 30 January 2024
- Learn more on their company: [Grammont Management Ltd | Management Company Mauritius](#)