

A close-up photograph of a gold fountain pen nib resting on a piece of textured, light brown paper. The pen is positioned diagonally from the top right towards the center. The lighting highlights the metallic sheen of the nib and the texture of the paper.

Mandaris is a trust and consultancy company active on a national and international level. As a licensed trustee and corporate service provider the Mandaris entities are subject to the supervision of the Malta Financial Services Authority (MFSA). The Mandaris group of companies offers a wide range of services to its clients since 1933. Our four divisions consist of Legal and Tax Advice, Fiduciary and Accounting Services, Trustee Services and Company Administration, as well as Securitisation. We develop innovative solutions for the individual needs of our customers, focusing on the anticipation of long-term developments and their consideration at an early implementation stage.

For the addition of our team we are looking for immediately or by appointment an

MLRO and Compliance Officer (full time)

Your area of responsibility:

- Act as Compliance Officer and MLRO of the Employer and its subsidiaries;
- Deal and attend to clients' inquiries promptly and efficiently;
- Liaise with authorities, as well as, other professional services firms to support clients in their operations;
- Attend to regulatory and compliance issues;
- Review of Constitution/ Other documents;
- Performing KYC
- Conducting legal research in accordance with the needs of the team/group of companies.
- Preparation of company registers and share certificates;
- Opening of clients bank, custody and other accounts;
- Assist with the documentation of commercial transactions, including transactions relation to the sale and acquisition of vessels;
- Keep abreast with legal developments;
- Work actively on client files, and ensure that deadlines are duly met;
- Co-ordinate AML compliance both at on-boarding as well as ongoing file reviews of clients and of the group companies;
- Review of ongoing monitoring obligations by the Company's internal accounting and corporate departments;
- Assist in the compilation of client profiles and during compliance audits;
- Organize and co-ordinate exercises for reporting requirements of regulated and unregulated group entities as required by FIAU, MFSA and IRD relative to FATCA/CRS requirements and any other reporting requirements as any relevant authority may impose;
- Assist with Regulatory Compliance as may be necessary;
- Keep abreast with new regulatory developments in relation to AML, CSP/Trustee rules and regulations, GDPR and other applicable regulatory obligations;
- Ensuring that all AML obligations are being adhered to by the Group of Companies;
- Assist in updating the company's policies and procedures and internal compliance manuals;
- Provide such assistance to your supervisors and colleagues as may be required from time to time;
- Deal with any other general matters relating to the clients' affairs as may be required from time to time;
- Acting as a personal assistant to the executive team; and
- Perform any other duties as assigned or requested;
- The reporting line will be to the Managing Director and the person will be expected to work closely with our team in Switzerland.

Your profile:

Masters in Law or equivalent graduation in Compliance, and minimum of two years' experience in a similar role, preferably in the financial services industry. Strong time management skills and the ability to multi-task. Highly organised, excellent attention to detail, pro-active and the ability to work unsupervised are considered essential. You are able to adapt to different tasks as required. In order to cope with the tasks in our international environment, you should possess excellent knowledge of English, both written and orally. Any other language would also be advantageous. A good knowledge of the common MS Office products including Office Outlook is desirable. In addition, you should have the ability to work precisely, be motivated and enjoy working in a small team. The ideal candidate would also be confident, polite and of a smart appearance.

Your perspectives:

We can offer you a varied position in an international environment. We place great importance on modern employment conditions, and work in a pleasant atmosphere, providing continuous training as well as internal development opportunities for our employees.

To apply for this position, please send your CV and cover letter by e-mail to jobs@mandaris.com.