



Job Title: Assistant Manager - Compliance

Department: Legal and Compliance

### Job Summary

Reporting to the Head of the Department, the Assistant Manager Compliance is responsible to oversee the Group's compliance function.

### Main Responsibilities

- Manage the Group's compliance activities in Mauritius
- Be responsible for the day-to-day management and on-going development of the Group's compliance department
- Ensure the proper implementation of the Group Compliance Framework, policies and procedures, as per compliance requirements
- Design and schedule training within the Group on AML/CFT and any other relevant topics.
- Act as liaison person with the FSC and with relevant authorities.
- Provide advice on matters relating to the Group's compliance activities and
- Prepare and implement Compliance Audits and reports at the relevant stakeholders as per legal requirements
- Vet and draft letters to be communicated to regulators
- Ensure that the internal system is up to date with all new amendments/ new legislation [Verify and ensure that person/entities are updated correctly in our systems /advise relevant departments accordingly/ensure compliance with Advertising guidelines amongst others]
- To manage and ensure that all procedures are adhered to for sales person and Insurance Agents; which includes but not limited to follow up and processing of application and termination thereof
- Ability to interact with Senior Management and in some cases Board member
- Ability to prepare presentation to the Board
- Perform continual compliance risk assessment and implementing adequate controls for the management of identified risks

- Keep abreast new regulatory developments and advise Management on latest AML/CFT laws, regulatory requirement and industry initiatives
- Ensure that queries in respect to the sources of fund are replied
- Conduct enhanced due diligence for the Politically Exposed Persons PEP and analyze the way to process.
- Conduct legal research on compliance issue
- Facilitate communication with the team members, relaying information promptly to enhance team efficiency
- Coach team members to upgrade their competencies.
- Monitor strict adherence of team members to internal rules and regulations
- Any other cognate duties as required by reporting line

#### Job Requirements

- Degree in Law and Management/ LLB (Hons)
- Association of Certified Anti-Money Laundering Specialists ("ACAMS") certification would be an advantage
- Minimum of 5 years of relevant experience
- Result-oriented and committed to meeting deadlines
- Good attitude and able to work in a team and under pressure

**The company reserves the right to call only the best qualified candidates for the selection exercises.**

**Applications received after the closing date might not be considered.**

**The company also reserves the right not to proceed with the vacancies.**