



## **Job Title: Compliance Executive**

### **Department: Legal and Compliance**

#### **Job Summary**

The Compliance Executive assists the Legal and Compliance team in performing established compliance-related duties.

#### **Main Responsibilities**

- Performing compliance audits and ensure the proper representation and communication of findings/data to relevant departments to ensure compliance with procedures, rules and regulations.
- Conducting daily compliance searches of high-risk individuals through independent and publicly available platforms and performing business risk assessments of such high-risk transactions.
- Handling requests including attachment/disclosure orders from law enforcement and regulatory bodies to ensure compliance with relevant laws, guidelines, and regulations.
- Periodically monitor the list of High Risk individuals & corporates.
- Escalate all compliance breaches to the supervising officer and assist in the investigations and enforcement of any remedial actions, which may include disciplinary actions.
- Provide guidance and advice on compliance related issues.
- Assist in the drafting and review of internal policies or related documents.
- Assist in the implementation of AML/CFT compliance programmes including reporting and proper maintenance of records.
- Assist in communications and applications to regulators & regulatory authorities under the supervision of the supervising officer.
- Assist in the preparations and performance of AML/CFT awareness campaigns & trainings.
- Performing timely filing of compliance-related documents.
- Any other cognate duties assigned by the reporting line.

#### **Job Requirements**

- Undergraduate in Law and Management, Law and Criminal Justice or holder of an LLB.
- Association of Certified Anti-Money Laundering Specialists ("ACAMS") certification would be an advantage.
- Full fluency in French & English.
- Candidates having prior practical Compliance exposure (especially in AML/CFT laws) will be given priority.
- A minimum of 3 years of experience in a similar position.
- Excellent interpersonal and communications skills.
- Strong analytical skills and attention to details and accuracy.
- Able to work in a team and take initiatives.

**Interested candidates are requested to send their CV on [recruitment@mua.mu](mailto:recruitment@mua.mu)**

The Company reserves the right to call only the best qualified candidates for the selection exercise. Applications received after the closing date might not be considered.

The Company also reserves the right not to proceed with the purported recruitment.