



Athos Group
Family & Business Services

**Athos Family & Business
Services (Malta) Ltd.**

Whitehall Mansions, Level 2
Ta' Xbiex Seafront
Ta' Xbiex XBX1026
Malta

+ 356 2099 6099
malta@athos-group.com
www.athos-group.com

Senior Corporate Compliance Analyst

Athos Family & Business Services (Malta) Ltd is part of the Athos Group, an international trust boutique primarily focusing on the implementation and maintenance of global tax planning, estate planning and asset protection structures for corporate clients and high-net-worth individuals and their private and/or family owned businesses.

We are currently seeking to recruit a Corporate Compliance Analyst to join the legal team in our Malta office. This role will cover both regulatory and AML aspects of Compliance and give the candidate great exposure. The position calls for a responsible, highly motivated, and forward looking individual who is meticulous, organized and capable of working on his/her own initiative.

Responsibilities amongst others will include:

- Assist in the client onboarding and screening process
- Assist in the process of acceptance of new clients
- Assist in the routine and ad hoc monitoring of existing clients
- Assist in the performance of client and jurisdictional risk assessments
- Preparation and upkeep of the Compliance file;
- Opening of bank accounts and preparation of company profiles;
- Preparation and upkeep of clients' Company registers;
- Reviewing of regulatory developments and assisting the Compliance Officer/MLRO
- Drafting and preparing policies and procedures
- Undertaking of AML and CFT onsite reviews with the MLRO and preparation/drafting of reports
- Assisting in the preparation of the REQ submissions
- Assisting the legal team with any changes required to the corporate governance and capital structure of clients, drafting of resolutions and supplemental documentation, preparation of liquidation forms, preparation and filing of annual returns and other regulatory forms;
- Liaising with Banks/ Malta Business Registry/ Malta Financial Services Authority and other authorities as may be required;

Particular skills required:

- minimum 2 years of local working experience within a compliance function (ideally in a corporate service/trustee environment);

- hold a qualification in a relevant field like a Diploma in Compliance/Financial Services or related degree will be considered as an asset;
- be knowledgeable of AML/CFT laws and regulations as well as rules and regulations applicable to corporate service providers and trustees;
- be familiar with Maltese Company Law;
- able to research and analyse, with attention to detail;
- an objective approach to be able to exercise independent judgment, express opinions and make impartial recommendations;
- able to exercise sound judgment and observe the highest degree of confidentiality in the handling of information
- good command of the English language and good communication skills;
- proactive and hard-working individual with a meticulous approach to work;
- good time management skills, well developed interpersonal and organisational skills and an eye for detail
- a team player, willing to learn and have a hardworking and flexible approach to work;
- be an assertive individual, capable of gaining the respect of senior management, colleagues and regulators;
- Knowledge and good use of Microsoft Office applications in particular Word, Excel and Outlook.

The successful candidate will benefit from:

An attractive opportunity to develop their compliance skills, under the supervision of the Director of Legal and Compliance, within the framework of an international organization. The firm also offers an attractive remuneration package (salary depending on experience and qualification) within a dynamic environment.

Interested candidates, are kindly requested to apply to roberta.galea@athos-group.com or Athos Family & Business Services (Malta) Limited, Whitehall Mansions, Level 2, Ta Xbiex Seafront, Ta Xbiex, by sending a covering letter. All applications will be handled on a Privately & Confidential basis.