Date

**Compliance / AML Executive**

**DG&A Limited**

**Job Description – 15 January 2023**

Compliance Executive to assist and process the internal and external compliance / audit functions of a financial services firm.

## He / she will manage the below responsibilities for a small group of clients:

* Assisting with reporting and submissions to the relevant authorities, such as the MFSA, MBR, FIAU and CBM.
* Correspond and maintain strong working relationships with various stakeholders inc. Malta Financial Services Authority, Malta Business registry and Auditors.
* Handle documentary requests we receive from auditors for a small portfolio of clients and keep track of upcoming deadlines with the assigned auditors.
* Collecting, inputting, and monitoring client data and Due Diligence for KYC and AML purposes.
* Tackling client requests in the ordinary course of business.
* Assisting with bank forms, opening of bank accounts and other ad hoc requests from banks.
* Assisting with onboarding of clients.

## Required competencies and skills

* Positive approach and willingness to learn.
* Good organizational skills.
* Capable of working under his / her own initiative.
* Ideally some experience in assisting client KYC, Due Diligence and company secretarial matters.
* Ability to work with various deadlines.
* Ideally an understanding of compliance procedures, compliance and the like.

**Employment details:**

* Full-time basis.
* Office hours - 8:30 am - 17:30 pm.
* Location - Valletta.
* Small and highly focused team.