

Compliance Assistant

Job Profile

CFS-Zipp Limited is looking for a candidate to fill the role of Trainee Compliance Assistant. The role ideally requires a candidate with a degree in law or finance/accounting. Work experience in compliance and/or working for an E-Money company is desirable but not essential. Primarily we are looking for a hard-working candidate, smart and who can take lot of initiative as we are a growing company. The role would involve the following responsibilities and duties:

- 1) Assist in compliance monitoring of all client transactions on a daily basis
- 2) Assist in client on-boarding following all the required KYC protocols including identity verification, ultimate beneficiary checks and source of funds checks.
- 3) Assist in record-keeping of KYC/KYB of all clients/customers as per Financial Conduct Authority requirements
- 4) Assist in routine regulatory audits and site visits of clients/agents
- 5) Assist in conducting regular Anti-Money Laundering checks by cross-referencing individuals on relevant world sanctions lists.
- 6) Assist with applications and communications to the FCA
- 7) Being vigilant for Money Laundering or other Suspicious Activities and duly making Suspicious Activity Reports as and when required directly to the Money Laundering Reporting Officer.
- 8) Working closely with the accounts department to ensure reconciliation processes are legally compliant with FCA requirements
- 9) Familiarizing with the banking software so as to understand the flow of transactions
- 10) General administration work if required by the company

Training will be provided upon joining on all the above stipulated duties and general legal regulations. The Compliance Assistant shall report to the Compliance Manager. The compliance department is overseen by the MLRO.

Remuneration shall be based on age and experience of the trainee.

If interested, kindly send across your CV and a Cover Letter to Ms. Karthika Venkatesh at compliance@cfszipp.com.