

## **COMPLIANCE OFFICER**

On behalf of our client, a well-established and highly reputable law firm based in Limassol, we are seeking to recruit for immediate employment a dynamic professional for the position of **Compliance Officer (CO)**.

### **Job Responsibilities**

- The Compliance Officer will be independent of the management and will report directly to the Board of Directors
- Responsible for formulating the company's overall Compliance Strategy in accordance with the relevant EU Directives, Cyprus legislation and Professional Guidelines on Anti Money-Laundering and Terrorist Financing
- Responsible for reviewing changes in relevant legislation and guidelines as well as trends and best practises related to Anti Money-Laundering and Terrorist Financing and reflecting these in the company's compliance policies and procedures
- Promoting a culture of compliance within the company
- Cooperating directly with MOKAS and Compliance Officers/Departments of Financial Institutions and other Regulated Entities on specific matters
- Offering training and support to company directors and staff with respect to compliance matters
- Conducting ad-hoc and regular audits to ensure the company's compliance policies and procedures are adhered to, and presenting findings and providing recommendations to the Board for weaknesses identified
- Performing client due diligence work and risk assessments

### **Qualifications**

- LL.B., Bachelor's Degree or equivalent
- Possession of relevant qualifications, such as ACAMS, will be considered a plus
- At least 5 years work experience with AML regulated entities, of which the last 3 in a compliance-related post
- In-depth knowledge of EU directives, Cyprus Legislation and Professional Guidelines on Anti-Money Laundering and Terrorist Financing as well as a thorough understanding of the corporate services regulatory and compliance environment
- Exceptionally high level of integrity, confidentiality, dependability and professionalism
- Outstanding organisational and multitasking abilities
- Excellent verbal and written communication skills
- Fluent in both written and spoken English and Greek
- Computer literate

### **Remuneration**

An attractive remuneration package will be offered to the successful candidate based on qualifications and experience.

**Please e-mail your resume by Monday, 19 February 2018, to [careers@chelcomanagement.com](mailto:careers@chelcomanagement.com) quoting CO 02-2018. All applications will be treated in strict confidence.**