

Compliance Manager

November 2020

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. An exciting opportunity has arisen, and we are seeking a talented and professional compliance manager in our Nevis operations.

Trident Trust operates in Nevis via two wholly owned sub-brands, namely Morning Star Holdings Limited and Meridian Trust Company Limited, both of which are independently licenced and regulated by the Nevis Financial Services Regulatory Authority. Morning Star Holdings Limited is the oldest and largest company formation agent in Nevis. Client focussed and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The successful candidate will report to both the general manager of the Nevis operation and the board of directors and will be responsible for taking ownership of the Nevis compliance function. The position of compliance manager is integral to preserving the integrity and reputation of the Trident Group. The successful candidate must apply for the appropriate licence with the Nevis Financial Services Regulatory Authority.

Key Responsibilities

- Draft and maintain appropriate policies, procedures, systems and controls to ensure the Nevis operations comply with applicable laws, rules and regulations
- Keep abreast of changes to applicable laws and/or regulations, assess the impact thereof, and make any necessary adjustments to the policies, procedures, systems and/or controls
- Ensure things operate in accordance with applicable laws, regulations and internal policies and procedures
- Periodically test the systems and controls to ensure they continue to effectively comply with relevant laws, rules and/or regulations
- Be the primary decision maker in assessing any adverse World-Check findings and take any appropriate action needed to clear and/or report such findings
- Receive internal suspicious transaction reports (STRs) from Nevis employees, and assess whether a STR filing to the Financial Intelligence Unit is warranted, and if it is, do so in a timely manner

- Act as primary liaison between the regulatory authorities and the Nevis office regarding compliance matters and enquiries
- Build a sound relationship with the relevant regulatory authorities to ensure transparency and cooperation
- Prepare and submit any compliance reports to the relevant regulatory authority in a timely manner
- Take the lead in preparing Nevis office employees for any upcoming regulatory reviews or inspections
- Keep senior management and the board fully aware of any developments affecting the Nevis operation
- Ensure appropriate compliance reports are provided to the board in a timely manner
- Establish and maintain a compliance-training programme for all staff, including topics such as, but not limited to, client acceptance procedures, know your customer procedures, AML, and internal STRs

Qualifications and Skills

- Bachelor's degree in law, LLB, JD or equivalent
- Certified Anti-Money Laundering Specialist (ACAMS) or equivalent certification would be advantageous
- Three (3) to five (5) years of relevant experience with a registered agent and/or corporate service provider or equivalent
- Strong documentation and requirements gathering ability
- High degree of professional ethics and integrity
- Excellent written and oral communication skills
- Ability to plan, organise and prioritise tasks and manage time effectively
- Ability to perform under pressure and to meet tight deadlines
- Ability to keep accurate and comprehensive records
- Competence in using Microsoft Office products; competence with other products such as Viewpoint would be advantageous
- Effective project implementation skills
- Coaching and mentorship skills
- Experience leading a team of compliance professionals

Compensation

Competitive compensation will be offered based on the successful candidate's relevant experience and overall suitability for the position.

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How to Apply

Applications should include a comprehensive C.V. that shall be treated in the strictest of confidence. Please clearly outline the skills and attributes you would bring to the role, your availability and salary expectations.

Applications should be submitted to Tracey Williams-Morton at twilliams@meridiantrustnevis.com and should be received no later than 7 December 2020.