

Compliance Officer (Full-time position)

Location: Kaya W.F.G. Mensing, Willemstad, Curaçao

IQ-EQ is a leading Fund Administrator which combines global expertise with an unwavering focus on client service delivery. We support fund managers, global companies, family offices and private clients operating worldwide.

To support our continued growth, we are currently seeking a **Compliance Officer** to join our team.

Your role:

As the Compliance Officer, you will work closely with the Compliance Manager to provide excellent service to our clients and support the IQ EQ Curacao Companies. Where required you will act as the appointed AMLCO/MLRO/DMLRO and work closely with the business on Client Acceptance/Onboarding/Periodic Reviews.

Responsibilities of this role:

Tasks (what does the role do on a day-to-day basis)

- Assist with the onboarding and initial compliance review for all new client mandates
- Manage workload and ensure that all assigned queries and tasks are dealt with in a timely and efficient manner
- Liaise with IQ-EQ affiliate offices ensuring that client files are properly maintained and data/client management systems (i.e. ANTrance, Control Spreadsheets) are accurately populated
- Complete Periodic Account Reviews in accordance with the IQ-EQ Curacao policies & procedures
- Stay abreast of current legislation and developing regulatory landscape to advise of all issues relating to operational and compliance matters relevant to the business
- Collaborate with colleagues from cross-functional teams and provide support to the compliance manager in the review and acceptance of new business/investors
- Provide support in the development and provision of employee AML/CFT training from time to time
- Provide support on internal and regulatory audits and attend meetings as required
- Provide support on the preparation and submission of periodic regulatory filings as required
- Provide support on periodic reporting to the IQ-EQ Curacao Companies board of directors and the Centrale Bank van Curaçao en Sint Maarten (the CBCS) and other regulatory bodies as required
- Any other duties associated with the aforementioned
- Other Administrative Support to IQ-EQ Group Curacao Companies as required

Required Experience, Qualifications & Skills:

- Bachelor/University degree in Finance or Business related discipline with internally recognized compliance qualification (ACAMS, ICA, CFE etc.) or relevant professional course is preferred
- Minimum of 3 years' experience in a comparable position, preferably in an International, professional services environment.
- Fund Administration experience preferred; Trust and Corporate Experience would be considered an asset.
- Experience acting as an appointed MLRO or DMLRO would be considered an asset.
- Must be highly organized with strong written and verbal communications skills;
- Capable of giving presentations and address and negotiate on all internal project related subjects in own area of expertise
- Knowledge of MS Office and familiarity with relevant computer software
- Excellent understanding of IQ-EQ's service offerings and activities.
- Fluent in English, Dutch and Spanish would be considered an asset

At IQ-EQ we want you to reach your full potential. We offer an inclusive and diverse environment to support your career aspirations. With a strong emphasis on continuous learning and a holistic approach to your professional and personal development. We also offer opportunities across our service lines and our international network of offices.

To apply or to find out more go out to: www.igeeq.com/careers

Closing date: May 24, 2023