

Job Title: Senior AML Consultant / AML Manager / MLRO

The Company:

Bridge Consulting Limited is a dynamic specialist consultancy firm which provides business and management advice, governance support and regulatory compliance services to international financial service companies. Our clients range from institutional asset managers to boutique start-ups with products that are designed for institutional, retail and alternative markets.

Description:

The candidate will be required to act as the appointed MLRO for a number of Irish domiciled collective investment schemes, UCITS management companies and AIFMs in addition to the provision of AML regulatory guidance and support. The role requires the input of an enthusiastic AML individual to contribute to a dedicated AML team. The role incorporates a requirement for day to day support in addition to ongoing development of guidance and solutions. This is an excellent opportunity for someone who is interested in gaining experience in the area of fund consultancy through specialising in provision of MLRO services and AML guidance.

The Role:

The successful candidate will work within our MLRO service offering team.

Key Responsibilities:

- Act as the appointed MLRO to a number of collective investment schemes, reporting to the Head of AML services;
- Manage a portfolio of MLRO client relationships with assistance as required from the Bridge Team.
- Manage Client, Service Provider and Board relationships which range from appropriate contacts within client firms to operational staff and senior management of service providers and ultimately to the Board;
- Manage discrete MLRO appointment reporting requirements including but not limited to the following;
 - Appointment as Money Laundering Reporting Officer to fund structures. This involves the appointment to Controlled Function positions on behalf of client structures as required under the Central Bank Fitness & Probity Regime;

- Ongoing oversight of service providers and review of monthly reporting on behalf of Boards;
- Attending and reporting to Boards at quarterly meetings and interaction with Boards/Investment manager/Administrators in the interim periods;
- Preparation, maintenance and update of AML Policies and associated documents, policies and procedures;
- Resolution of AML issues on behalf of clients including escalation and co-ordination with Boards and regulatory authorities where necessary;
- Preparation, provision and implementation of solutions to cater for the impact of new and updated regulations;
- Investigation and reporting of suspicious activity and/or fraud attempts;
- Making recommendations to the Board based on findings/observations in relation to AML/CFT compliance;
- Carrying out monitoring of outsourced activities to ensure firms are in compliance with AML/CFT legislation and regulations;
- Co-ordination of regulatory inspections on behalf of clients;
- Co-ordination of onsite inspections to the Administrator on behalf of the Board;
- Completion of annual and/or on-going AML training to Board;
- Ad hoc projects as required;
- Reviewing AML/CFT regulations and advising the Firm on their obligations;
- Presentation of Bridge MLRO offering to potential new clients.

The Candidate:

- Over 5 years' experience in the Fund Administration preferably in the area of AML/KYC;
- The person should be driven and focused, able to work both on their own and contribute effectively to the team;
- Extensive knowledge of the AML environment and a high degree of awareness of the Irish regulatory environment in the area of AML/CFT;

- Compliance experience and knowledge of the Transfer Agency/Registration is advantageous but not essential;
- Ability to work to manage individual work load/client allocation/responsible for a portfolio of clients and manage deadlines;
- Excellent client management skills essential. The person should be comfortable in dealing with clients at the highest level of their organisations;
- The person should be able to meet the challenges of providing high level practical solutions to demanding client requirements in what can be a time-pressured environment;
- Qualification – Professional Diploma in Compliance/ ACAMS qualification or relevant AML programme desirable.

Apply for this Role:

If you are interested in applying for this role please contact Joyce Byron at Bridge Consulting.

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