**AML Executive**

**DG&A Limited**

**Job Description – 04 April 2023**

We are currently seeking an AML to handle and manage AML and other compliance functions.

## The role captures the below responsibilities:

* Managing to onboard clients.
* Collecting, inputting and monitoring client data / transactions and due diligence for KYC and AML purposes.
* Monitoring of clients.
* Assisting with reporting and statutory filings / submissions to the relevant authorities, such as the MFSA, MBR, FIAU and CBM.
* Correspond and maintain strong working relationships with various stakeholders inc. Malta Financial Services Authority, Malta Business registry and Auditors.
* Monitor documentary requests we receive from auditors for a small portfolio of clients and keep track of upcoming deadlines with the assigned auditors.
* Tackling client requests in the ordinary course of business.
* Assisting with bank forms, opening of bank accounts and other ad hoc requests from banks.

## Required competencies and skills:

* Positive approach and willingness to learn.
* Good organisational and analytical skills.
* Capable of working under his / her own initiative.
* Ideally some experience in assisting clients with AML, KYC, due diligence and company secretarial matters.
* Ability to work with various deadlines.
* Ideally an understanding of AML and compliance procedures.

**Employment details:**

* Full-time basis.
* Office hours - 8:30 am - 17:30 pm.
* Location - Valletta.
* Small and highly focused team.