

## Job Advert

<b>Functional Title:</b>	<b>AML Analyst</b>
<b>Reporting To:</b>	Senior AML Manager
<b>Location:</b>	Milton Keynes, MK9 1EJ
<b>Availability:</b>	Immediately
<b>Position Status:</b>	Permanent, Full-Time

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### Introduction

Mainspring is a vibrant, growing Fund Administration business that provides back-office professional services to venture capital, private equity, and managed account managers. The business has offices in London and Milton Keynes.

### Role Summary:

Reporting to our Senior AML Manager, the AML Analyst will be responsible for:

- Conducting onboarding AML/KYC checks and reviews for Mainspring and on behalf of clients, in line with appropriate rules and regulations
- Conducting Enhanced Due Diligence, where required, ensuring regulatory and internal standards are met
- Assisting with client queries relating to AML and Financial Crime
- Implementing the firm's risk assessments for AML and Financial Crime
- Monitoring and identifying regulatory changes and new regulatory requirements that impact the company and clients, across a range of regulators (FCA, ICO)
- Maintaining internal compliance policies, procedures, manuals, and registers relating to AML and FC
- Implementing Mainspring's compliance monitoring programme and risk assessments for AML and FC
- Assessing the profiles of new and existing clients in accordance with the firm's risk requirements
- Maintaining up-to-date client files, performing periodic reviews of AML files, following up for outstanding documents and ongoing monitoring on completed files
- Assisting with monitoring areas of the business and upcoming legislation and regulation, to ensure company compliance
- Identifying suspicious activity, and raising in accordance with the firm's policy and procedures
- Assisting with business queries relating to AML and FC
- Contributing to the preparation of internal reports and management information

The successful candidate will be required to work in our Milton Keynes office, as well as remotely, with occasional travel to our London office.

### Essential Experience and Skills:

- At least 3 years' experience within AML/Financial Crime role/s, within investment firm or equivalent
- Solid AML/Financial Crime knowledge
- Understanding of AML/Financial Crime issues and regulatory requirements within financial services industry
- Excellent time management and organisational skills and ability to prioritise and manage a varied workload
- Strong communication skills
- Team player but self-motivated and able to work autonomously
- Track record of innovation, continuous improvement

### Education:

- Essential: Educated to Degree level.
- Proficiency in MS Office software, i.e. Word, Outlook, PowerPoint, Excel etc
- KYC/AML/FC related qualification is desirable

**Salary: up to 35k p.a.**