

Job Advert

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

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 Senior AML Analyst will be responsible for:

- Review and prepare all documentation inclusive of CDD, AML, PEPs, Sanctions and Adverse Media for further review and approval
- Review and assess complex AML cases and issues e.g. complex entities, structures and higher risk entities, individuals and jurisdictions
- Assist with client queries relating to AML and FC
- Conduct onboarding AML/KYC checks for Mainspring and on behalf of clients, in line with appropriate rules and regulations
- Build and maintain strong client relationships
- Implement the firm's risk assessments for AML and FC
- Define and maintain internal policies, procedures and manuals relating to financial crime, including Mainspring's AML Policy & Framework and Compliance Manual
- Conduct internal periodic reviews and investigations of financial crime compliance issues, to ensure procedures are being followed
- Support monitoring of various business areas to ensure company compliance with stated policies and procedures and taking action on any remedial recommendations, relating to financial crime
- Conduct onboarding and ongoing monitoring reviews as part of periodic client file reviews
- Provide financial crime compliance guidance to the wider business, as appropriate
- Keep up to date with relevant changes in regulation and business processes, maintaining knowledge of relevant rules, guidance, and industry best practices, relating to financial crime

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 3-5 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 45k p.a.