



Role: Compliance / AML Analyst

Location: Jersey

About Sabre;

We are owner-managed and completely independent. Our shared ownership structure means that our clients' success is deeply ingrained in our own. Our core team is small, so you can be confident that your project is being taken care of by someone you know personally and can trust to deliver for you. Additionally, we have connections with specialist experts across many disciplines for when we need to augment our own team to meet your specific business challenges.

Each of our clients has a direct relationship with one of Sabre's owners, this means that, far from working with a faceless organisation, you get personalised attention from us.

We believe this sets us apart, makes us different, and achieves better results; because we take a direct interest in your business, we build long-standing relationships which create efficiencies and add measurable value to your business.

The role;

As an AML Analyst specialising in Anti-money Laundering (AML) / Counter Financing of Terrorism (CFT) the individual will assist with the continuing client due diligence (CDD) procedures both pre and post client / investor take-on and will be a key advisor to the business, clients and investors on AML matters.

You will be an active part of the Sabre Regulatory, Compliance and AML team who will contribute your ideas to the way we do things and develop further your own expertise, as well as the expertise of the people who work with you.

The role requires daily liaison with both the Sabre team & the clients own teams;

Key responsibilities:

- Undertake CDD enquiries and collate documentation in line with Client Policy
- Ensure accurate and complete CDD records are maintained to cover new business, name changes, transfers of interest and changes in structure (Promoters, Carry vehicles, General Partners, Management, GP Entities, Investors, POAs & SPVs etc)
- Review and assess CDD files to evaluate the inherent AML risk and where appropriate escalate cases to the relevant jurisdiction's MLRO/MLCO as required
- Provide guidance to Administration teams and key stakeholders to ensure CDD files are prepared accurately, completely and in a timely manner
- Ensure CDD procedures are carried out in line with AML laws, regulations, guidelines and company policies and procedures
- Manage and administer the production, review and remediation of reports resulting from the use of the World-Check Sentinel database
- Prepare AML reports as required for the Fund Boards
- Perform periodic reviews of CDD files
- Perform testing as part of the AML/CFT Monitoring Programme

- Remain fully up to date with anti-money laundering legislations and guidance in the relevant jurisdictions with an awareness of developing AML/CFT methodologies and policies where necessary
- Assist with the roll out of the regular AML/CFT training to ensure staff training requirements are met

Skills, knowledge, expertise:

- Proven experience in AML/CTF or a compliance role within the financial services sector would represent a strong asset for this position
- Experience and knowledge of funds would be an advantage but not essential
- A working knowledge of the AML regimes in Jersey, Guernsey and/or UK
- Either hold or be studying towards an ICA qualification would be beneficial
- Excellent communication and relationship building skills are required to develop close working relationships with colleagues, clients and business contacts
- Good working knowledge of IT systems, particularly Microsoft Excel any experience of creating reports driven by Excel functions would be an advantage
- Able to demonstrate a team player attitude
- Good time management and organisational skills
- A self-starter with a proactive and dynamic style and a high degree of attention to detail
- An analytical approach with good research skills
- Ability to work under pressure while maintaining accuracy and quality standards
- A high level of integrity and professionalism
- Experience of working in AML and the practical application of AML legislation.
- An analytical mind-set with the ability to make sound decisions and recommendations.
- Excellent report writing skills
- Knowledge and experience of complex corporate structures
- Strong interpersonal skills and ability to communicate clearly and persuasively, with the confidence to challenge where required.
- Ability to work to tight deadlines and prioritise workloads in line with business needs.
- Ability to build strong relationships and collaborate with colleagues and internal stakeholders
- Ideally hold a relevant professional qualification (e.g. Advanced ICA or equivalent).

- **YOU MUST SPECIFICALLY HAVE A LICENCE TO WORK IN JERSEY TO APPLY FOR THIS ROLE**