

JOB TITLE	AML Compliance Officer
DEPARTMENT/TEAM	Group Risk and Compliance

OUR HISTORY

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to ex-patriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, Ireland, Malaysia, and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

THE ROLE

AML Compliance Officer - Financial Crime Prevention, reporting into the Group Money Laundering Reporting Officer will aid in the day-to-day compliance tasks across all Group companies as set out in the AML/CFT/CFP and Sanctions policies and procedures.

KEY RESPONSIBILITIES

- Actively contribute to the day-to-day activities of the AML Compliance Team, in line with the overarching objectives of the Group Risk and Compliance Department.
- To carry out regular AML compliance monitoring in line with the Group Compliance Assurance Monitoring Framework.
- Analyse the results of AML compliance monitoring and make recommendations on any necessary changes to the operational procedures.
- To assist with the preparation and delivery of AML training.
- To carry out checks on sanctions lists.
- Assist in the investigation of AML breaches.
- To undertake administrative services for the AML Compliance Team, including the maintenance of the appropriate Group Registers.
- To provide guidance and support to staff across the Group.
- To undertake ad hoc project work as determined by the Group MLRO, as necessary.
- To assist and support the MLRO in regulatory inspections and any subsequent regulatory remediation.
- To assist and maintain an effective and fit for purpose AML framework, which guides and defines organisational behaviours, provides a clear context for business decision-making and positively influences the performance of functional and operational activities across the Hansard Group.
- To provide active support to the MLRO and DMLRO to ensure that the Life Companies of the Hansard Group and their service providers and employees remain cognisant of and compliant with their respective regulatory obligations and proactively maintain adequate, effective and auditable policies, procedures, reporting mechanisms and training materials.
- Proactively promote and support a positive compliance culture across the Group and assist with the preparation and delivery of Compliance training to ensure all Hansard colleagues remain cognisant of and compliant with their respective regulatory obligations.

PERSONAL AND PROFESSIONAL REQUIREMENTS

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
ICA qualified in Anti-Money Laundering to Certificate level or currently studying towards an ICA qualification in Anti-Money Laundering, or equivalent.	Essential	CV
First-hand experience of working as an AML SME, ideally within the 02 nd line function of a regulated financial services company. (Minimum 2 years).	Essential	CV/ Interview
Demonstrate good knowledge of the legal and regulatory frameworks which govern the insurance or financial service sectors in multiple jurisdictions.	Essential	CV/ Interview
An understanding of Compliance and Anti-Money Laundering/Countering the Financing of Terrorism requirements in the Isle of Man.	Essential	CV/ Interview
Experience of AML monitoring / audit skills and an ability to demonstrate strong analytical and investigative skills.	Essential	CV/ Interview
Ability to build positive working relationships with colleagues and a willingness to share knowledge and expertise in AML tools and techniques.	Essential	Interview
Pro-actively manage own workload and performance in a busy and challenging environment.	Essential	Interview
Demonstrate an understanding of the principles of ethics and integrity.	Essential	Interview
Strong communication skills, both verbally and written, to a wide range of audiences.	Essential	Interview
System Knowledge		
Competent in Microsoft applications: Including Word, Outlook, PowerPoint and Excel.	Essential	CV/ Interview
Knowledge of SharePoint.	Desirable	CV/ Interview

OUR VALUES AND BEHAVIOURAL COMPETENCIES

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect, Integrity, Quality, Trust** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.