



Compliance Analyst

On behalf of our client, we are looking to hire a detail-oriented and motivated Compliance Analyst to join our team in the Cayman Islands. This is a key role within our Risk and Compliance function, supporting both our legal and corporate services teams. The successful candidate will be responsible for administering the client take-on process, including customer due diligence (CDD), to ensure the firm meets its obligations under the Bermuda AML/CFT legislation.

You'll work closely with Partners, Fee Earners, and Compliance colleagues across our global offices to help maintain the integrity of our client due diligence processes and internal control.

Duties & Responsibilities:

- Process new Carey Olsen Bermuda matters on a priority basis, clarifying scope with Partners and Fee Earners.
- Identify clients and, where applicable, beneficial owners and controllers of client entities.
- Determine and collect appropriate due diligence documentation in accordance with internal policies and regulatory obligations.
- Review existing CDD to ensure it remains current and relevant.
- Conduct open-source and database-driven background checks on all parties to the matter.
- Maintain accurate records in data management systems for ongoing sanctions screening.
- Ensure proper filing and maintenance of the central CDD database.
- Provide support to senior compliance team members as needed.
- Contribute to compliance-related projects, occasionally leading initiatives and collaborating across departments.
- Build and maintain strong working relationships with Partners, Fee Earners, and colleagues through effective communication.

Minimum Qualifications, Skills & Experience:

- Experience in a CDD / AML-related role is essential.
- Solid understanding of AML/CFT legislation.
- Previous experience in a professional services or financial services environment is highly desirable.
- University degree required.
- Proficiency in Microsoft Office applications, especially Excel and Word.
- Strong desire to develop expertise in compliance and regulatory matters.
- Excellent interpersonal and communication skills, both verbal and written.
- Highly organized with strong attention to detail and accuracy.
- Ability to work independently under pressure and meet tight deadlines.
- Proactive, flexible, and a positive team player.
- Strong analytical and problem-solving skills.
- Able to prioritize and manage multiple tasks effectively.
- Confident in applying initiative while knowing when to escalate issues.

Salary: US\$60,000 per annum

To apply please send your résumé to caymanjobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.