

## Compliance Analyst

Applications are invited by the Hong Kong office of Maples Fund Services for the position of

### Compliance Analyst

Reporting to the Compliance Officer, provide advice, assistance and guidance for routine KYC activities, with day to day responsibilities including, but not limited to: Identifying, assessing and addressing, where possible, KYC issues requiring escalation; Reviewing and approving subscriber and client KYC documentation; Ensure that relevant employees obtain KYC in the most efficient manner; Demonstrate compliance with KYC policies and correct use of KYC methods of approval; Approval of compliance with AML requirements in relation to subscription monies; Reviewing and monitoring the quality of KYC materials collected in accordance with the risk based review procedures and identifying and filling any deficiencies; Reporting to the Compliance Officer on a regular basis summarising any queries or any trends identified; Dealing with any other compliance related queries as assigned.

The successful candidate will have 1-2 years' relevant experience, as well as ability to work under pressure. He/she must be flexible and willing to learn, good team player and self-motivated with a strong sense of responsibility. The successful candidate must also be fluent in spoken and written English and Chinese (both Cantonese and Mandarin).

We offer a supportive environment, structured on a team basis. Benefits include 3 weeks vacation (pro-rated for part years), health insurance and pension plan. Our competitive remuneration package is based on qualifications and experience.

Qualified applicants should send their CVs to Maples Fund Services (Asia) Limited by email [careers.mea@maplesfs.com](mailto:careers.mea@maplesfs.com) quoting reference: Compliance Analyst. Only successful candidates will be contacted.

**Maples Fund Services is a leading independent provider of accounting, middle office, risk reporting and administration to onshore and offshore hedge funds, fund of funds, private equity, family offices, real estate funds and managed account platform services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.**

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