

## KYC & AEOI Analyst

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

### KYC& AEOI Analyst

Who will be responsible for performing the due diligence review and sanction checking e.g. review investor on-boarding documentation in accordance with the Company's KYC standard and applicable regulatory requirements. In addition, he / she will perform investor documentation review according to the Foreign Account Tax Compliance Act (FATCA) / the Common Report Standard (CRS). He / She will be complying with and exercising best practices with regard to the maintenance of client confidential information. The role may require liaison with investors, placement agents, investment managers and other transaction parties throughout Asia, Europe and North America.

The successful candidate will have a sound academic background together with a minimum of 1 - 3 years relevant experience in KYC / Due Diligence. We also welcome graduates who are interested in this field.

The successful candidate will have sound working knowledge in Microsoft Applications e.g. Excel. Knowledge in VBA will be a plus. The successful candidate will have excellent time management, organizational and prioritization skills plus excellent communication skills, both verbal and written in Cantonese, Mandarin and English. Knowledge in data modelling and data management will be an asset.

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: -KYC & AEOI 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.**

**Due to significant growth and expansion of our Hong Kong office, Maples Fund Services is seeking highly motivated and talented individuals.**

[maplesfs.com](http://maplesfs.com)