

## Compliance Analyst

Applications are invited by the Dublin office of MaplesFS for

### Compliance Analyst

who will have a direct reporting line to the Dublin Compliance Officer ("CO").

Supporting the CO, the Compliance Analyst ("CA") will assist in managing the client due diligence process for clients of Maples Fund Services (Ireland) Limited, Maples Fiduciary Services (Ireland) Limited, MaplesFS Trustees Ireland Limited and MFD Secretaries Limited (together "MaplesFS") in order to ensure that MaplesFS is at all times compliant with the provisions of relevant legislation in Ireland.

The successful candidate will be responsible for dealing with Customer Due Diligence ("CDD") queries, evaluating new and existing clients in respect of CDD matters, complying with internal policies and procedures, maintaining client information on internal databases, assist with remediating and refreshing outstanding CDD, investigating Bridger hits and assisting the CO with resolution of same, ongoing maintenance of risk and compliance related policies and procedures, carrying out staff training where required and assisting the CO with monthly reporting.

The successful candidate will have excellent communication skills, both verbal and written and be able to deal with all levels of staff.

He/she will possess strong attention to detail and be able to manage time effectively.

Knowledge of anti-money laundering regulations and legislation as well as experience working in a fund administration and/or fiduciary business will be an advantage.

We offer a supportive environment, structured on a team basis. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CV to [careers.eu@maplesfs.com](mailto:careers.eu@maplesfs.com) quoting reference: Dublin – Compliance Analyst.

For an explanation regarding how we handle the details and CV submitted for positions with one of our European entities, please refer to our Applicant Privacy Notice which is available [here](#).

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.