

Compliance Assistant – Gibraltar (Full-Time)

Are you interested in joining a leading corporate, trust and fund services firm in Gibraltar?

We are seeking an enthusiastic, detail-oriented and proactive individual who is looking to develop their career in Compliance, Anti-Money Laundering (AML), and client onboarding within a well-established corporate and fiduciary services firm serving a diverse international client base.

The successful candidate will play a key role in supporting the Compliance function by assisting with client onboarding, conducting due diligence reviews, monitoring AML/KYC requirements, and helping to ensure that the firm meets its regulatory obligations.

Key Responsibilities

- Support the client onboarding process, ensuring all required documentation is obtained and reviewed and accurately recorded.
- Conduct Know Your Customer (KYC) and Customer Due Diligence (CDD) checks on new and existing clients.
- Assist with Anti-Money Laundering (AML) and KYC monitoring activities.
- Perform periodic reviews of existing client files to ensure information remains accurate, complete and up to date.
- Maintain accurate and organised client records in accordance with regulatory requirements and internal procedures.
- Assist with ad hoc compliance projects and regulatory initiatives as directed by the Compliance team.

The firm is committed to professional development and will provide support for relevant professional examinations and training.

Desired Skills & Experience

- Previous experience in a Compliance AML/KYC administrative or Company Management role is desirable but not essential, as training would be given.
- Knowledge of AML/CFT regulations and compliance frameworks.
- Highly organized, self-motivated, and a strong team player
- Excellent written and interpersonal communication skills with strong attention to detail
- Committed to maintaining high standards of accuracy and compliance.
- Strong IT skills, including Microsoft Office (required); Viewpoint experience is an advantage

What We Offer

- Competitive salary, commensurate with experience and qualifications
- Attractive benefits package, including medical scheme and pension
- Ongoing professional development and training support
- Opportunity to build a rewarding career within a respected and growing organisation.
- A supportive and collaborative working environment.

How to Apply

Interested candidates should apply in writing, enclosing a CV, to Human Resources at HR@finsburytrust.com