

## **Senior Compliance Officer**

### **MAIN DUTIES:**

- Carrying out of file reviews based on internal procedures manual and relevant law.
- Carrying out of internal procedures review based on internal procedures manual.
- Compiling of all data based on review.
- Drafting of compliance reports
- Compiling of data for all internal and external surveys
- Perform statistical computation.
- Drafting & updating Procedures Manuals
- Interpretation and application of current legislations and regulations in corporate and financial services sector
- Any other cognate duties required by management.

### **QUALIFICATIONS & EXPERIENCE:**

- Holders of a professional qualification (ACCA, ICSA) or a university graduate in Accounting, Finance, Economics, Law, Management, or any other related field
- At least 3 years relevant working experiences related to compliance.

### **OTHER REQUISITES**

- Motivated self-starter and proactive
- Sound knowledge of relevant legislations, regulations, and codes
- Knowledge of Microsoft Office (Excel, Word, PowerPoint etc)
- Ability to work independently with an eye for details.
- Strong analytical and problem-solving skills
- Team player with excellent written and oral communication skills
- Perform well under pressure.
- Willing to work odd hours when required.
- Good time management with respect to assigned tasks and projects.

### **How to apply**

Please send a motivation letter, detailed Curriculum Vitae and copies of relevant academic certificates by email to: [hr@dtos-mu.com](mailto:hr@dtos-mu.com)

Closing date: **7 March 2025**

Only the best candidates will be called for an interview.

The company reserves all rights not to make any appointment following this advertisement.

**Equal Opportunity Employer.**