

February 2022

TT International

Role: Compliance Analyst

Functional Area: Compliance

Office: London

Reporting to: Compliance Manager

This role presents an opportunity to join an entrepreneurial, established and successful alternative asset manager with a strong market reputation and track record run by unassuming high-calibre professionals with ambition and an appetite for growth. We have offices in London, Hong Kong, New York and Japan.

TT strives to hire excellent individuals no matter who they are or how they got there. We are an equal opportunities employer welcoming people regardless of their sex, marital status, ethnic origin, sexual orientation, religious belief or age. We recognise the benefits of neurodiversity and encourage anyone with the skills and experience required to apply. We offer hybrid working and endorse flexibility as a day-one right.

The Compliance Analyst role is an exceptionally varied and hands-on job. The successful candidate will be provided with training and mentoring where appropriate.

Key Responsibilities:

Monitoring

- Assist with performing TT's risk-based Compliance Monitoring Programme (e.g. compiling data and reviewing reports).
- Assist with the monitoring of staff compliance with TT's Code of Ethics (including approval of personal trading, maintaining the outside interests database, managing the quarterly and annual attestations, approval of gifts and entertainment, etc).
- Review daily reports to ensure that the firm's policies are being complied with.

AML & Due Diligence

- Support the completion of AML and CDD checks on TT's clients and business relationships.
- Monitor for and investigate PEPs, sanctions and adverse media findings.
- Undertake periodic client account reviews.

Regulatory Compliance

- Assist with enquiries or requests for information from regulators.
- Assist the team to ensure that the firm and its staff are appropriately registered with relevant authorities.
- Help develop and deliver compliance training as needed.

General

- Compile ad-hoc and periodic reports for the firm's regulators and clients.
- Participate in ad-hoc projects on a regular basis, as directed by the Compliance Manager.
- Compile key performance indicators for senior management.
- General filing and administrative assistance.
- Ensure work is completed to a high standard of delivery and accuracy, including the maintenance of supporting records and audit trails.
- Ensure record keeping requirements are maintained.

Key Skills, Competencies, Attributes & Experience:

- While compliance experience is not necessary, a legal academic background or experience within a financial services environment will be an advantage.
- Proven administrative skills and a common sense, pragmatic approach.
- Organised and methodical, with high attention to detail.
- Conscientious and hard-working.
- Eager to learn and driven to self-educate.
- Able to build relationships and communicate effectively.
- Numerate and IT literate.
- Confident working independently, and as part of a team.