

## **REGULATORY COMPLIANCE ASSISTANT**

Nicosia, Cyprus

MFO Asset Management Ltd operating in Nicosia, Cyprus is seeking to recruit a professional for the position of Regulatory Compliance Assistant.

### **The Company:**

The Company is an AIF and UCITS Management Company, also authorized to offer Portfolio Management and Investment Advice to individual clients.

### **Responsibilities:**

Reporting to the Head of Compliance, the successful candidate will be a member of the Compliance team of the Company and will have the following responsibilities:

- Assessing the adequacy and effectiveness of the measures, policies and procedures put in place and the actions taken to address any deficiencies in the Company's compliance with its obligations.
- Conducting reviews of departments, key business and other processes and activities to ensure the continued adherence to and effective implementation of policies, procedures and regulations.
- Providing assistance with the maintaining and updating of internal policies and procedures of the Company, in order to be in line with regulatory requirements.
- Advising and assisting the Company's employees to comply with the Company's obligations under the applicable legislation.
- Monitoring the legal and regulatory developments and assisting with the assessment of the necessary actions to be taken.
- Ensuring that regulatory reporting obligations are fulfilled.
- Assisting in the preparation of periodic and other reports to be submitted to the Regulatory Authorities.
- Assisting in the preparation of new AIF/UCITS applications with the Regulatory Authorities.

### **Requirements**

Successful candidates must fulfill the below requirements:

- University Degree in Business, Finance, Economics, Law or other related field.
- Holder of CySEC Advanced Certification.
- Minimum 2-3 years' experience in a similar position.
- Good understanding of the financial services industry and practices.
- Excellent knowledge of the Greek and English languages, both oral and written.
- Excellent communication, interpersonal, and teamwork skills.
- Organized, diligent and able to pay attention to detail.

### **Remuneration:**

An attractive remuneration package will be offered to the successful candidate.

Please forward your CV to [mhadjioannou@mfoasset.com](mailto:mhadjioannou@mfoasset.com)

All applications will be treated with strict confidentiality.