

## Compliance Analyst - job specification

Biograph Wealth Advisors is a leading wealth management company based in Dublin 2. Our clients are typically high net worth individuals such as business owners, entrepreneurs, medical professionals and some of Ireland's leading sports professionals. Intentionally small, we operate at the forefront of investment theory whilst delivering a best-in class wealth management experience to our clients.

We are currently recruiting for a full-time Compliance Analyst to join our expanding team. As a small team, this is a hands-on role with real ownership: you will run the day-to-day compliance administration of the firm, reporting to the Operations Director, and working closely with the advisor group and senior leadership team to ensure Biograph continues to meet its regulatory obligations while delivering an excellent client experience.

### Activities:

As a Compliance Analyst, the role will be varied. You will report to the Operations Director and work closely with the advisor group and senior leadership team. Your responsibilities will include:

- Owning the day-to-day regulatory compliance administration of the firm.
- Conducting new client due diligence (CDD) and periodic KYC/AML reviews, including PEP and sanctions screening.
- Maintaining and updating the firm's compliance registers, policies and procedures (including GDPR)
- Assisting in the preparation of returns and submissions to the Central Bank of Ireland.
- Conducting client file reviews and audits to ensure files meet regulatory and internal standards.
- Monitoring regulatory developments and assisting with the implementation of new requirements.
- Supporting the delivery of compliance training to staff.
- Assisting with the firm's Fitness & Probity and Minimum Competency Code (MCC) record-keeping.
- Other duties as assigned.

### Essential Knowledge & Skills:

- 1-2 years' experience in professional or financial services
- Relevant compliance qualification (e.g. Compliance Institute Professional Diploma/LCOI) an advantage but not essential.)
- Strong working knowledge of AML/CFT, MiFID II and Central Bank regulatory requirements, or demonstrable ability to build this quickly
- Excellent writing and communication skills
- Curious and interested in learning
- Strong attention to detail
- Can work unsupervised in your role and be a team player
- You should have confidence to challenge norms and present ideas for change
- Proficient in MS Word, Excel, and Outlook
- Ability to manage multiple deadlines and prioritise effectively

If you would like to have a confidential discussion and find out more, please reach out directly by email to [lisadelahunt@biograph.ie](mailto:lisadelahunt@biograph.ie)

### Package:

We offer a very competitive package for the right candidate. The hours are 9am to 5pm (Mon - Fri) and the role is office based.

- Salary of €50,000 per annum
- Performance related bonus

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WEALTH ADVISORS

- Support for further professional development, including the opportunity to study for the QFA or compliance exams
- Internal and external training
- Personal days
- 22 days annual leave