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HotForex is an award winning forex and commodities broker providing trading services and facilities to both retail and institutional clients. Operating under the brand name “HotForex”, HF Markets Europe Ltd. is authorised and regulated by the Cyprus Securities and Exchange Commission (CySEC) and the Company holds a Cyprus Investment Firm license with number 183/12 and may freely provide cross-border services in other Member States and Countries.

Position: **Assistant AMLCO**

Department: **Compliance**

Reports To: **Head of Compliance**

RESPONSIBILITIES & DUTIES

- Reporting to the AMLCO and Head of Compliance making recommendations for the department by monitoring and assessing the level of AML risk that the company faces
- Assist the MLCO on the daily monitoring of the adequacy and effectiveness of the AML measures and procedures of the Company, and updated the AML monitoring registry
- Communicating with relevant departments for obtaining information in order to complete the AML Monitoring Registry
- Assist the AMLCO on preparing the training and educating material to be sent to the staff of the company in respect with the compliance/AML function according to the Law
- Communicating the relevant statutes of the IOM to each employee and notify them of any relevant changes therein that relates to his/her role and responsibilities in the company
- Provide advice and guidance to the employees of the company on subjects related to money laundering and terrorist financing
- Being updated with changes in the legal framework making relevant suggestions to the AMLCO and Head of Compliance
- Review and update company’s XML and organisational structure, where is need
- Assist on the preparation and submission of the Monthly Prevention Statements and update the registry for the cash deposits
- Communicating with relevant departments for obtaining information in order to complete the AML Monitoring Registry
- Establish and maintain the country analysis table related to the countries that the company accepts clients
- Prepare company’s employees’ applications for CySEC examinations and update the relevant registry
- Prepare the application for enrolment at CySEC public registry of all employees who have pass CySEC examinations
- Communicating with relevant departments for obtaining any additional requirements and information as regards the obligations of the Company under the AML Law
- Assist in the preparation of the annual staff training program and update the relevant registry
- Assist in the preparation of the Annual Money Laundering Compliance Officer Report
- Check the client account opening of the Back Office
- Carries out any further duties assigned by their line manager
- Contributes to a positive and dynamic working environment

REQUIREMENTS

- University Degree in Legal, Finance or Economics field or similar
- Minimum 1 year experience
- Experience within regulated company would be considered an advantage
- Preferably holding CySEC Certificates of Professional Competence
- Excellent verbal and written communication skills in Greek and English
- Able to work in a fast paced environment
- Has the ability to multi task and work to strict deadlines

BENEFITS

A very competitive remuneration and benefits package is offered to all successful candidates in addition to the opportunity to work within an exciting and engaging work environment where you will be given the tools and guidance to reach your full potential.

Applications must be made through our careers webpage: www.hfeu.com/careers

All applications will be treated as confidential.