



# THE MAURITIUS ADMINISTRATION AND TRUST COMPANY MATCO LIMITED

## VACANCY: SENIOR RISK AND COMPLIANCE OFFICER

### Purpose of the Role

The Senior Risk and Compliance Officer shall assist and provide support to the Risk & Compliance team and to staff on all risk and compliance related matters. The job holder shall ensure adherence to the relevant processes in place and mitigate process failures, conduct reviews, undertake risk assessments and monitoring of controls. As part of his/her role, the job holder shall also supervise/guide Risk and Compliance Associate(s).

### Core Accountabilities

- Assist with the development and maintenance of the AML/CFT program for MATCO Limited, ensure compliance with current AML/CFT regulations and other relevant legislations
- Assist the Risk and Compliance Manager/Head of Risk and Compliance in providing risk and compliance support on all risk and compliance matters including potential legal risks and liability
- Design, review and apply internal policies relating to compliance based on established risk appetite
- Foster a compliance culture across MATCO Limited through awareness and training initiatives, design and deliver appropriate training and education programme
- Act as the Money Laundering Reporting Officer, the Deputy Money Laundering Reporting Officer and/or the Compliance Officer and carry out duties as per local regulatory requirements, including overseeing of the compliance monitoring programme and preparation of periodic reports
- Monitor the Risk Management Plans covering existing and new legislation on an ongoing basis including the performance of control adequacy reviews
- Ensure that risk is managed and monitored within the Compliance Division in accordance with the general compliance and risk guidelines set by MATCO Limited
- Conduct/supervise testing and file reviews
- Undertake Risk and Compliance projects and ad hoc additional tasks as assigned by the Reporting Line
- Deliver a seamless service to internal clients of MATCO Limited

### Profile

- Degree holder in law or law with management or finance with law or any related qualification (e.g: ACAMS/ICA)
- 4 to 5 years of experience in a similar position with industry knowledge of the sector, approved FSC officer (or eligible to seek FSC's approval for acting as Compliance Officer/MLRO)
- Good communication and interpersonal skills
- Ability to interpret laws, rules or documents and attention to detail
- Ability to prepare reports, draft documents and undertake reviews
- Risk assessment capabilities
- Industry knowledge of the sector (Financial Services, CSPs)
- Knowledge of applicable laws relevant to the industry
- Problem solving and critical thinking abilities

### ABOUT MATCO

Established in 2005, MATCO is one of the leading independent management companies in the international financial services sector. MATCO is fully regulated by the Financial Services Commission in Mauritius. It offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV  
by email to: [hr@matcotrust.com](mailto:hr@matcotrust.com)

Deadline for submission: 12<sup>th</sup> May 2025