



## Compliance Analyst

The Compliance Analyst plays a key role in supporting the firm's regulatory and risk management framework by conducting due diligence, assessing client risk, and advising on AML/CFT/CPF and sanctions matters.

This role ensures accurate client onboarding, maintains compliance records, and assists the broader team in meeting regulatory obligations. It requires a detail-oriented professional who follows established procedures and upholds ethical standards.

## What You Will Do

- Support client onboarding by reviewing proposed structures (e.g., funds, trusts, LLCs, exempt companies, etc.) and determining the appropriate scope of CDD in line with Cayman Islands AML/CTF/CPF and Sanctions legislation
- Analyse legal and ownership structures to identify beneficial ownership and jurisdictional risks, ensuring that required CDD documentation is collected and filed.
- Perform and document Client Risk Assessments ("CRAs") using the firm's risk rating methodology for both new and existing clients, under the guidance of senior compliance staff.
- Provide operational support during the intake of new business, including compiling CDD documentation requests and communicating basic regulatory requirements to lawyers and stakeholders.
- Respond to trigger events (e.g., changes in ownership, control, or business activity) by advising on client records, reviewing of risk profiles, and ensuring timely follow-up and documentation.
- Monitor client activity for potential AML/CFT/CPF risks and escalate concerns to senior compliance staff as needed.
- Prepare and escalate Suspicious Activity Reports ("SARs") for review and submission by the Money Laundering Reporting Officer (MLRO).
- Maintain accurate and up-to-date compliance records in Viewpoint and ensure the auditreadiness of documentation.
- Assist with regulatory responses by gathering information and preparing materials for inspections, audits, and requests from the Cayman Islands Monetary Authority (CIMA). | Conyers Dill & Pearman LLP [conyers.com](https://conyers.com) |
- Collaborate with legal, onboarding, trust, and corporate services teams to ensure compliance requirements are met during client acceptance and integrated into business operations.
- Promote a culture of compliance by modelling ethical behaviour and participating in team initiatives.
- Contribute to compliance projects by supporting system updates, regulatory change implementation, and process improvements under supervision.

## What You'll Need

- Relevant compliance or financial crime related certification (i.e., CAMS, ICA, CFCS, CFE, CRCMP, CIA or equivalent).
- At least three (3) years' experience in a similar role within a law firm, financial institution, or corporate services provider, with demonstrable experience in client onboarding and AML/CFT/CPF and sanctions compliance.
- Knowledge of the Cayman Islands AML/CFT/CPF and Sanctions legislative framework, including practical application of CDD and beneficial ownership requirements across a range of entity types.
- Ability to conduct and document CRAs including those triggered by material changes or transactional events, with solid understanding of risk rating methodologies.
- Experience with compliance systems and Microsoft applications; experience with Viewpoint would be advantageous.
- Proven communication and interpersonal skills to articulate regulatory expectations and risk considerations in high-pressure environment.
- Ability to escalate promptly, maintain accurate compliance records, and work efficiently both independently and within a team.
- High ethical standards and discretion in handling sensitive matters

Prospective candidates should email [CareersCayman@conyers.com](mailto:CareersCayman@conyers.com) prior to the application deadline of 31 March 2026 to apply.