Conyers Dill & Pearman is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The Firm advises on Bermuda, British Virgin Islands, and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

Reporting directly to the Senior Manager, Risk and Compliance (Asia) who serves as the designated Compliance Officer and Money Laundering Reporting Officer (MLRO) for the Asia region, the Compliance Analyst will support the day-to-day delivery of customer due diligence (CDD) and ongoing monitoring activities, ensuring alignment with Conyers' global policies, procedures, and risk management framework.

What Will You Do

- Support the Senior Manager (Asia) in maintaining Conyers' AML, ATF, CPF and Sanctions programs in accordance with global policies and applicable regulatory requirements across Hong Kong and Singapore.

- Respond to internal queries by providing guidance and advice on KYC and CDD matters for new and existing customers, as well as general AML, ATF, CPF -related inquiries across all risk levels, escalating complex issues to the Senior Manager (Asia) as appropriate.

- Review and vet new business applications to ensure adherence to policies and procedures and make recommendations on CDD requirements including enhanced due diligence, with referral to the Senior Manager (Asia) for high-risk decisions.

- Conduct ongoing monitoring reviews of existing clients, ensuring material changes are appropriately reflected in customer risk profiles. Analyse screening alerts related to Economic & Trade Sanctions, Politically Exposed Persons (PEPs), and Special Interest Persons, and provide detailed investigation documentation.

- Identify, document and escalate transactions or individuals that present potential money laundering, terrorist financing or proliferation financing risk to the Senior Manager (Asia) in their capacity as MLRO for the Asia region.

- Support the Senior Manager (Asia) in preparing compliance reports, regulatory submissions and management information, including contributions to board and governance reporting relating to AML, ATF, CPF matters.

- Assist in monitoring regulatory obligations and deadlines across Hong Kong and Singapore, and support the Senior Manager (Asia) in ensuring timely and accurate regulatory filings.

- Contribute to the delivery of AML, /CFT training initiatives and awareness programs across the Asia offices, as directed by the Senior Manager (Asia).

- Assist in maintaining accurate and complete AML/CFT logs and records in accordance with applicable regulatory and record retention requirements.

- Develop familiarity with regulatory regimes across multiple jurisdictions, including Hong Kong, Singapore and the offshore jurisdictions relevant to Conyers' practice.

- Support the delivery of compliance projects and initiatives led by the Senior Manager (Asia) and the Global Risk and Compliance team, ensuring timely and high-quality outputs.

- Undertake any other ad hoc duties or projects as may be reasonably assigned by the Senior Manager, Risk and Compliance (Asia) or the Global Risk and Compliance team.

What You'll Need

- 1–3 years' compliance, AML/KYC or related regulatory experience, preferably gained within a regulated environment; experience within a legal, financial services or professional services firm would be advantageous.
- Working knowledge of AML, ATF, CPF and CDD procedures across a variety of entity types, including private companies, quoted companies, partnerships and trusts.
- Familiarity with the Hong Kong and/or Singapore AML, ATF, CFT regulatory frameworks; exposure to offshore jurisdictions such as Bermuda, BVI or Cayman Islands is an asset.
- Strong analytical skills with proven attention to detail and the ability to produce clear, well-reasoned investigation documentation.
- Strong written and verbal communication skills in English, with a high level of discretion and confidentiality in handling customer information; proficiency in Cantonese or Mandarin is advantageous.
- A collaborative team player who is willing to support colleagues across Hong Kong and Singapore and engage constructively with the Global Risk and Compliance team.
- Reliable, self-motivated and proactive, with a strong work ethic and the ability to manage competing priorities under tight deadlines.
- Proficiency in Microsoft Office applications; experience using screening, due diligence and research databases would be advantageous.
- Progress towards or interest in obtaining a professional compliance qualification (e.g. ACAMS, ICA or equivalent) is welcomed.

To apply, please send your CV stating current and expected remuneration, together with references, to careersHK@conyers.com. Closing date is 31 October 2026.