

**Conyers 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.**

### **Compliance Review Assistant**

We are currently seeking high caliber candidates to join our Corporate Services team in the role of Compliance Review Assistant. This position reports to the Head of Corporate Services in Hong Kong office and Supervisors in the review team.

### **What You Will Do**

- Assist the Corporate Secretarial team in conducting periodic and compliance review of companies
- Review of documents to ensure compliance with firm AML/Compliance policies and regulatory filings
- Interpret transaction information contained in registers of companies (e.g. register of members, register of directors)
- Assist with ad hoc projects as assigned by the Head of Corporate Services and Supervisors in the review team

### **What You Will Need**

- Degree holder with at least 3 or more years of solid experience in audit firm or related field
- Experience in dealing with corporate secretarial or compliance matters of offshore companies is an advantage
- Excellent knowledge of Microsoft Office computer skills (Excel, V-lookup, Word, etc.)
- ViewPoint experience is an asset but not mandatory
- Excellent verbal and written communication skills in Cantonese, Mandarin and English. Both internal and external communication will be required
- Ability to anticipate work needs and follow through with minimum direction, following up on own initiative
- Good team player with pleasant, proactive, responsible and flexible personality
- Flexible and enthusiastic demeanour with the ability to manage own workload and prioritise to meet deadlines
- Ability to organize work flow and use time efficiently



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We're Hiring

COMPLIANCE REVIEW ASSISTANT (CONTRACT), HONG KONG

- Strong attention to detail
- Flexibility to adapt to all situations and work varied hours

To apply, please send your CV to [jodie.lok@conyers.com](mailto:jodie.lok@conyers.com). Deadline to apply is 31 August 2024.