

Position: Compliance Officer
Employer: O'Neal Webster
Location: Tortola
Contract Type: Full Time
Job Type: Non-Supervisory

JOB SUMMARY

O'Neal Webster a leading law firm in the British Virgin Islands that provides legal services to local and international clients is recruiting for a dedicated Compliance Officer, who may also function as the Money Laundering Reporting Officer (MLRO) subject to FIA approval. The role is responsible for ensuring adherence to all relevant compliance requirements and regulations. This includes establishing and maintaining compliance procedures and manuals, liaising with regulatory authorities, developing a compliance culture within the organization, and overseeing training and reporting functions.

JOB DESCRIPTION & RESPONSIBILITIES

Compliance Officer

1. **Compliance Manual:** Maintain a comprehensive Compliance Manual in accordance with the AML Regime (i.e, **AML/CTF/PF**), ensuring it is filed with the FIA and updated regularly
2. **Liaison Functions:** Act as the primary liaison with the FIA, preparing and submitting compliance reports regarding adherence to relevant legislation, regulatory codes, guidance, directives, and practice directions
3. **Conduct on-boarding AML/KYC reviews** in accordance with local AML/CTF/PF requirements and Firm standards
4. **Conduct ongoing compliance monitoring** including:
 - a. KYC, AML/FATF, sanctions and client documentation reviews
 - b. Transaction monitoring, name screening, suspicious transaction reporting
 - c. Client periodic reviews and ad hoc reviews
5. **Manage the Compliance Risk Management framework** (such as Institutional Risk Assessment)
6. **Developing Compliance Culture:** Ensure all senior management and staff understand BVI laws and policies related to financial services, the current regulatory regime, and the importance of compliance
7. **Training Program:** Establish and maintain a training program for staff on compliance functions such as customer acceptance procedures, KYC procedures, and suspicious activity reporting
8. **Required Returns:** Ensure all reporting required to be made to the FIA are complete, accurate, and filed within the relevant time period
9. **Reviews and Assessments:** Conduct structured reviews and make regular assessment reports to senior management, identifying deficiencies and recommending updates and revisions
10. **Quarterly Compliance Report:** Prepare and submit a quarterly compliance report to the Board of Directors, maintaining a copy with other books and records
11. **Maintain appropriate registers** as required by AML laws and official guidance
12. **Ensure compliance with the relevant sanctions laws** by the firm
13. **Prepare and submit reports** related to sanction and liaise with relevant sanctions authority as needed

Money Laundering Reporting Officer (MLRO)

1. Ensure compliance with the AML Regime and any other laws related to money laundering and terrorist financing
2. Adhere to internal reporting and procedures of the Compliance Manual related to money laundering and terrorist financing
3. Fulfil additional reporting and related obligations under the AML Regime and Compliance Manual
4. Act as the liaison with the FIA
5. Provide first-line support and guidance to team members and legal staff on CDD, EDD and file opening processes.

WHAT YOU WILL NEED

1. Be a senior and key member of staff with relevant compliance qualifications and at least three years post qualification experience
2. Proven understanding of financial services regulatory framework
3. Demonstrate strong attention to detail
4. Honesty, integrity, and a fit and proper individual
5. Competence and capability and leadership skills
6. Have broad knowledge of anti-money laundering, terrorist financing and anti-proliferation matters, including regional and international treaties
7. A good appreciation of BVI laws related to money laundering and terrorist financing
8. Possess the ability to make independent and analytical decisions without undue influence
9. Hold relevant qualifications, certificates and training evidence so as to ensure to me the “fit and proper” criteria and be approved by the FSC as the Compliance Officer / MLRO
10. Knowledge and experience in regulatory reporting (e.g. CRS, FATCA) would be a plus

Interested candidates may submit their résumés to the Chief Operating Officer at recruit@onealwebster.com

Closing date for applications is November 30, 2025.