

# Maven

## COMPLIANCE GENERALIST

Founded in 2011, the Maven organisation engages in proprietary trading & market making activities across global financial markets as well as a recently licenced Hedge Fund. Its Head office is based in central London and the Hong Kong office is in Central Hong Kong. In total the organisation has over 85 employees globally. The Hong Kong office has recently commenced operations with 10 employees. Due to organisational growth and planned future expansion, Maven is now seeking a Compliance Generalist to support the Head of Compliance in Hong Kong .

This is a full-time permanent role based in Hong Kong and remuneration comprises of an annual base salary of HKD 250,000 to HKD 500,000 depending on experience plus a discretionary bonus. The role is likely to suit somebody who has made a start to their career in compliance & is looking to develop further within a growing organisation. This is a broad role in a fast growing office. In addition to the Compliance responsibilities, this role will have training and interface on products and reconciliation processes around Middle Office functions and have a close view of operations of the business. The role will provide short term support to Middle Office functions where necessary in times such as vacation.

### Role Specifications

- Obtaining & maintaining an excellent understanding the Maven organisation and the products and markets it trades & all applicable laws and regulations in various jurisdictions;
- Trade surveillance
- Regulatory filings;
- Assisting with the planning, design and implementation of compliance projects & controls;
- Assisting with compliance monitoring & risk reviews;
- Assisting with training of staff; &
- Reviewing & updating & implementing any changes to compliance policies, practices, structures & procedures as directed by the Head of Compliance or Chief Financial Officer.
- Assisting London office with transaction reporting (MiFID & EMIR)
- Assist with Middle Office functions and trade reconciliations.

### Candidate Specifications

- At least 1 years' experience in a junior compliance role in a regulated financial institution, preferably a proprietary trading firm, broker or hedge fund;
- Knowledge of equities, derivatives & trade cycles;
- Diploma /Degree in Finance, Business or Compliance;
- Excellent attention to detail & well-organised;
- Ability to manage multiple on-going projects and tasks; &
- Right to work in Hong Kong.

To apply for this role, please send your CV and cover letter through to [recruitment@mavensecurities.com](mailto:recruitment@mavensecurities.com).