



Job Description

Post Title: KYC Advisor

Aim

- To act as advisors, AML Policy SMEs and relationship managers between the business (Engagement Teams and Clients) and the CoE.
- To work closely with each LoS to remove the burden of interpreting KYC requirements and to simplify the requests which are made of clients and administrators.
- To accelerate the process of initiating and progressing KYC and conducting 'outreach'.

Responsibilities

To include:

- Primary contact point for AML related queries within the business (relating to procedures, policy and systems) in each LoS
- Primary contact point for the CoE when conducting outreach with a given LoS. Facilitating the process of outreach and response, leveraging existing data and local industry knowledge
- Holding conversations with engagement teams/designated client representatives to establish initial CDD requirements based on initial information regarding a potential client or known information relating to existing client groups

Skill Set

- Excellent knowledge and prior experience in AML/KYC - familiarity with policies and processes used to address financial crime risks.
- Strong knowledge of company structures, funds and banking products.
- Knowledge of regulatory developments and a willingness to stay up to date with industry developments
- Strong communicator with demonstrable experience in client facing communications
- Proven analytical and problem solving mindset with an ability to develop innovative solutions.
- Implementing new or changing processes and challenging clients where requirements are unclear or unworkable.
- Sound business acumen - understanding the firms existing services, targets and vision.