



# JOB DESCRIPTION

Position Code:

Version: 1.2

Date: January 2021

## 1. JOB DETAILS

<b>Job title:</b>	KYC Officer	<b>Job grade:</b>	Officer
<b>Reports to:</b>	Head of Business Banking		
<b>Department:</b>	KYC Team – Business Banking		

## 2. JOB PURPOSE

Responsible for ensuring the Business Banking team's adherence to the regulatory requirements, as well as Bank's internal policies and procedures, with regards to KYC, Client Due Diligence (CDD) and

Enhanced Due Diligence (EDD) whilst achieving high levels of service standards and client satisfaction. **3. JOB**

## DIMENSIONS

<b>Number of staff supervised:</b>	<b>Direct reports:</b>	Nil
	<b>Total team size:</b>	8
<b>Financial dimensions:</b>	<b>Income target:</b>	-
	<b>Operating budget:</b>	-
<b>Other (e.g. number of branches, customer volumes):</b>		

## 4. KEY ACCOUNTABILITIES

Description
As part of the dedicated KYC Team Provide guidance to the Business Banking (branch) team with regards to client onboarding specifically relating to KYC / AML as well as EDD/CDD and follow up the required supporting documents from the branch team.
Review, sign off, new clients' account opening document and provide feedback to the branch team on the quality of information provided, and whether all required supporting documents are in place to complete the new customer profile accurately and adequately.
Act as point of contact for the Business Banking team with all Compliance related matters and ensure the team is up to date with the relevant internal policies and procedures.
Undertake periodic, and event driven reviews on High Risk as well as PEP accounts, by reviewing transactions, ascertain any further and / or new supporting information is required particularly with regards to SOW/SOF.
Review, sign off, the Business Banking team's replies to transaction alerts, ensure appropriate investigation are conducted, accurate information and supporting documents, if applicable, are obtained and saved to clients' files (on datastore).
Provide regular updates on progress in regards to new account onboarding, requested (additional) customer information and transaction alerts, in addition to ad hoc updates, to the Head of Business Banking
Escalate money laundering and financial crime suspicions in a timely manner and formally raise SARs as per policy of the Bank.
Ensure up to date knowledge of the regulatory obligations on money laundering and financial crime risks.
Keep track of the team being up to date with all compliance related online trainings.



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## 5. QUALIFICATIONS AND EXPERIENCE

### Experience and Skills:

- Have relevant experience of working in a banking setup • Strong knowledge of the following:
  - i. AML and Financial Crime risks
  - ii. Transaction alerts investigation
  - iii. CDD/EDD requirements under client onboarding and remediation
  - iv. Requirements under Periodic Reviews
  - v. Screening and Sanctions process
- Strong communication skills as well as the ability to build rapport with internal & external customers
- Time Management. Multi-tasking and Planning skills are essentials
- Team player with the ability to deliver projects and to work within integrated, multi-disciplinary team • Assertive, resilient to setbacks and goal focused

## 6. JOB CONTEXT

*Any additional contextual information as appropriate.*

## 7. APPROVALS

### Job holder

\_\_\_\_\_  
Signature

\_\_\_\_\_

Date

### Line manager

\_\_\_\_\_  
Signature

\_\_\_\_\_

Date

