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# Example of AML Analyst Job Description

Our growing company is hiring for an AML analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for AML analyst

* Maintain AML feed verification database, record any change and collaborate with Operations, IT and Financial Crime Compliance Teams to implement controlled IT and process changes
* Advice FIU on the development and management of AML applications, supporting databases, data warehouses and repositories
* Develop FIU key risk indicators to monitor effectiveness of high risk AML models
* Design and develop AML reports and other MIS across all critical FIU processes for Executive Management
* Design queries to perform data mining, analytics and data extracts across AML databases using various data mining tools (SAS, SQL )
* Configures, tests, debugs, implements moderately complex BSA/AML monitoring and reporting solutions (Oracle, Microsoft SQL Server, SAS, Unix)
* Use various comprehensive investigative methods and independent decision making to determine if activity is suspicious
* Perform accurate documentation of case work
* Assist RPG management in the creating status reports for senior management
* Assist in drafting policies and procedures related to model validation

## Qualifications for AML analyst

* Minimum of Two/Three Years' Experience in Fund Administration
* Experience of performing no financial crime categorisations of clients MiFID, FSCS, FATCA, EMIR
* Attendance at external meetings as required
* Provide support to Compliance & Operational Risk function across multiple areas as needed
* Solid experience in a Shareholder Services AML role with supervisory exposure
* 3rd level degree or equivalent would be beneficial