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# Example of AML Compliance Analyst Job Description

Our company is growing rapidly and is looking to fill the role of AML compliance 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 compliance analyst

* Report suspicious and/or unusual activity as required by anti-money laundering laws and regulations – this may include utilizing moderately complex open source research techniques
* Be responsible for concise written and/or verbal communication with external and internal partners
* Recognize new/emerging patterns/typologies and respond with appropriate investigative techniques based on applied knowledge and a wide range of research/investigative techniques
* Reviewing monthly and daily transaction alerts, sanctions alerts, client file review, conducts due diligence searches and metrics
* Actively participating in the annual AML risk assessment by testing adherence to the AML policy and procedures by the lobs
* Regularly updating and ensuring accuracy of all tracking logs for metrics reporting
* Assisting in the preparation monthly metrics reporting
* Conducting User Acceptance Testing (UAT) for system enhancements and documenting work product
* Maintaining system administration tables and updates
* Ensuring timely completion of all mandatory training requirements

## Qualifications for AML compliance analyst

* Preferably Minimum 5 years of working experience in the Financial Services industry, preferably in a role where the candidate had contact with issues related to anti-money laundering/counter terrorism financing (“AML”)
* Experience in IT system testing strategies, creation of test plans, and exposure to User Acceptance Testing (UAT) is highly valuable
* Able to work independently in a team setting
* Regional knowledge of other jurisdictions is desirable, Financial Conduct Authority, Joint Money Laundering Steering Group and the Central Bank of Ireland
* The ideal candidate will be a great team player
* Attention to detail will be critical being a confident communicator