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# Example of AML Compliance Job Description

Our company is hiring for an AML compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AML compliance

* Support AML technology including user acceptance testing
* Manage daily sustain activities and project initiatives supporting AML technology
* You will be managing Government Sanctions and/or other internal programs while working with stopped payments
* Minimum 1 year experience working within the call center operations environment and industry
* You will have a typing speed of 30 words per minute
* Interact with our onboarding team, to obtain KYC and other compliance information and documentation on a case by case basis
* Assist in drafting, updating and monitoring the company’s policies and procedures for relevant business areas such as best execution, conflicts of interest, etc
* Gather information and prepare responses to enquiries from the FCA and/or other EEA regulatory bodies or law enforcement agencies
* Assist with transaction reporting and any other relevant reporting requirements
* Carry out any other ad-hoc tasks at the request of the Compliance Officer

## Qualifications for AML compliance

* In depth understanding of the regulatory and compliance requirements applicable to P&C Canada
* Proven strategic and managerial leadership capabilities and an ability to coordinate the efforts of people and resources not under their direct control
* In depth organizational understanding
* Working knowledge of resource planning, process coordination and project management
* Good IT and audit skills, proficient in MC Office
* 1-2 years industry experience preferable