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# Example of AML Manager Job Description

Our growing company is hiring for an AML manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for AML manager

* Participate in the development of production and quality goals ensure the team meets them within their function
* Ensure data was accurately collected and documented (e.g., transaction file, due diligence)
* Maintain issue-tracking databases, including documenting and reporting the status of issues, root causes, and associated corrective actions
* Develop and centralize Look-Back protocols, job aids, and ad/hoc documentation
* Conduct gap analyses of documents (i.e., protocols, testing) to ensure alignment with firm-wide standards
* Serves as a subject matter expert (SME) for the department on a variety of projects related to new products and services
* Manage a team of analysts and oversee their work to ensure it is of the highest quality standards
* Schedule, allocate and review work of team members for accuracy and completeness
* Recruit, train, motivate and develop staff to ensure a fully functioning team capable of meeting the department's objectives, including leading the performance management process
* Ensure familiarity with industry best practices around support of anti-money laundering and regulatory reporting processes

## Qualifications for AML manager

* Strong verbal and written communication and presentation skills, with the ability to influence others and build consensus when faced with difficult issues
* 3+ years of experience in project management role with increasing responsibility in scope
* Demonstrated understanding of financial industry, AML, and/or Compliance
* Ability to archive and remember project details to help with Audit inquiries significantly after milestone has been completed
* Experience in Risk/Compliance project management role
* Tracking and ensuring implementation of lessons learned on a firmwide basis is also required