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# Example of AML Operations Analyst Job Description

Our innovative and growing company is looking for an AML operations 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 operations analyst

* Suggesting revisions to policies and procedures to facilitate loss prevention and recommends enhancements to protect and safeguard the firm’s clients, employees and financial advisors
* Training • Conducting red flags training for key departments to promote firm wide awareness
* Review and analyze underlying data gathered to assess reasonable cause to escalate an alert to an Investigation or to clear the alert
* Disposition and fully document all alerts, including supporting data, analysis and rationale for disposition, within in a timely manner
* Work with independent financial advisors to resolve suspicious activity alerts
* Perform other daily tasks such as support ad hoc requests for information (MAS questions, audit inquires ) and participate in UAT and efforts to develop robust systems
* Prepare an operational Monthly Business Review (MBR) presentation, incorporating key people, productivity, efficiency, client experience, finance, and control metrics
* Conduct time studies for each key process to understand organizational and activity-level effort requirements
* Understand information from various sources logically and holistically, summarize and present complex data in an organized, concise manner
* Ensuring that screening process is effectively reviewed while delivering a high quality work product

## Qualifications for AML operations analyst

* Working knowledge of Financial Crime Detection software, Mantas, SAS, Actimize, or similar
* Ability to read and write in Mandarin
* Experience in similar role (preferred)
* Control focused mindset and good understanding of regulatory and reputational risks - (knowledge of Asian requirements a plus)
* Ability to liaise with all levels of the firm and people wih different experiences and backgrounds
* 2+ yrs experience in similar role