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# Example of AML Operations Analyst Job Description

Our company is searching for experienced candidates for the position of AML operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AML operations analyst

* Liaising with the client, front and middle office staff to obtain required KYC and legal documentation prior to set-up
* Managing onboarding and refresh cases, interfacing with the CGM desks on any CLM related query
* Screening of entity names against sanctions, adverse news and politically exposed persons lists
* Escalating red flags and due diligence findings to Financial Crimes Compliance
* Maintaining customer data and documents into customer database
* Compliance to onboarding procedures and develops a risk awareness mindset
* Assisting with the day-to-day operations of the Onboarding function including monitoring urgent requests/ queries and aged items
* Follows established written procedures and guidelines, provides technical and analytical support in a global markets operations support function for operations product areas
* May assist in managing projects and/or introduction of new initiatives, systems, products and services and processes coordination across multiple operations functions
* Assist and provide guidance to internal and external business partners as part of exam and audit engagements

## Qualifications for AML operations analyst

* Excellent technical, project management skills
* Eagerness to learn and thrive on challenge
* Knowledge in data extraction/manipulation, publishing and macro processing
* Education – Bachelors or higher degree preferably in business or Computer Science IT
* Experience – 5 to 6 years of experience, of working on software development projects and full understanding of System Development Life Cycle, as a business analyst
* Excellent PC and software skills including Excel, Word, Fidelity, Atchley systems and Synergy