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# Example of Client Analyst Job Description

Our innovative and growing company is hiring for a client 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 client analyst

* Work with KYCS team to prepare and validate client checklists
* Assist Trade and Transaction Support Team
* Develop a detailed understanding of the onboarding functions, system, process and procedures to best assist the Client Associate
* Develop a detailed understanding of the on-boarding functions, system, process and procedures
* Oversee and administer necessary portfolios
* Act as point of contact
* Prepare deal set up and cash and investment processing
* Enhancing firm liquidity by re-hypothecating client collateral to satisfy margin calls
* Assist team in testing, internal process changes and system reconfiguration
* Support aging analysis and reporting

## Qualifications for client analyst

* Knowledge of the client KYC onboarding/refresh process and knowledge of AML regulatory requirements
* Open to shift work (including mid-shift and night shift schedules) and working on Philippine public holidays
* While this is a plus, it is not a requirement
* Minimum 3 years in a Business Analyst/process definition and re-engineering role
* 4+ years working with Sr
* Facilitation of discussions with groups of 1-20 including Sr