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# Example of KYC Analyst Job Description

Our company is hiring for a KYC analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for KYC analyst

* Master technical skills required for role
* Possess knowledge of various types of trading entities - limited, private and public companies, holding companies, hedge funds, asset managers, special purpose vehicle's, trust's
* Ensure all requests are prioritized, resolved within agreed timeframes, work-flow pipeline optimized, priorities identified early and issues escalated accordingly
* Develop a detailed understanding of the clients, the organization functions, system, process and procedures in order to advise the team
* Communication with the company's officers and other employees involved in the maintenance of internal control standards
* Assisting with other tasks as required
* Provide support to CRM team by managing submission process for KYC reviews and new business requests
* Liaising with clients (both internal and external ) to gather all applicable NCA and PR requirements
* Working with salespersons to raise requests for any Compliance approval in order to satisfy any Enhanced Due Diligence (EDD) requirements
* Working with salesperson to perform searches on the NCA target entity

## Qualifications for KYC analyst

* Co-ordinate with GFCC teams to identify areas which require additional investigation and obtaining GFCC approval on the disposition
* Obtain MD approval on the BERA
* Support on client on-boarding process for IB transactions
* Provide initial client details and transaction overview to WCOB team and identify on-boarding requirements
* Coordinate with clients to obtain all the required on-boarding documents
* Screen the documents received from the client for compliance with JPM standards