Downloaded from <https://www.velvetjobs.com/job-descriptions/kyc-analyst>

# Example of KYC Analyst Job Description

Our company is searching for experienced candidates for the position of KYC analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for KYC analyst

* Identification and production of information required to satisfy the company's KYC due diligence policies and processes
* Communication with officers and other employees involved in the maintenance of internal control standards
* Manage new client onboarding business requests received from the Front Office
* Oversee the end-to-end KYC process
* Work closely with the Front Office and potentially interact directly with clients as required
* Experience in a similar KYC role from within a large financial institution
* A good level of attention to detail and checking skills
* Day to day decisions made without supervision or review
* Obtaining KYC documents
* Researching any negative news information

## Qualifications for KYC analyst

* Co-ordinate with internal on-boarding teams to complete the LDD & CDD grid
* Obtain necessary approvals and deferrals for on boarding process as per requirement
* 2-4 years of experience in similar KYC roles
* Must possess strong fundamental and technical skills
* Able to deal with unclear requests high volume of requests
* Minimum three years of relevant working experience