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# Example of KYC Analyst Job Description

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

* Assistance with advisement of FinCEN 311 Designation notifications and instructions
* Participate in Team meetings where presentations may be required
* Prepare and review Suspicious Activity Reports
* Assist with AML inquiry and investigations
* Prepare documentation to respond to compliance reviews, internal audits and external examination requests
* Liase with the OFAC Team and Tax department as needed for KYC related items
* Review of activity and investigation of AML related cases
* Prepare and present jurisdictional reviews and country reports
* Prepare document and review KYC related reports
* Send notification requests to account officers and track responses received

## Qualifications for KYC analyst

* 1-3 years of AML/KYC experience preferred
* 1 to 2 years of relevant work experience (AML/KYC/compliance related) within corporate financial services industry, Research/Analytics role in other Banks / KPOs etc
* Understanding of Control, Compliance, Investigation/chasing functions in banks
* Familiarity AML/KYC regulations and industry guidelines (FSA, JMLSG, 3rd EU Money Laundering Directive, MiFID)
* Ability to interpreting alerts
* Good reading comprehension and critical reasoning skills