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# Example of KYC Associate Job Description

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

## Responsibilities for KYC associate

* Pipeline reporting/metrics
* Advise Front Office on the onboarding requirement in accordance to Bank’s AML/KYC standards and regulatory requirement, and partner with Front Office to meet the requirement
* Review and corroborate KYC information submitted by RM, perform an independent review and risk rate customer in accordance to regulatory requirement Group AML/CFT policy and procedures
* Follow up with Front Office (RM & ARM) and other stakeholders on KYC related matters and for escalated / prioritised cases
* Assess and ensure the relevance and completeness of KYC information supplied by Front Office and perform appropriate due diligence checks and information searches to comply with bank standards of client onboarding
* Highlight deficiencies, suspicious AML or other non-compliance issues to relevant parties and management
* Prepare reports for management reporting to facilitate relevant reviews and strengthen the control procedures and process
* Train the Front Office on client documentation and KYC related subjects
* Coach the junior team members and provide guidance in exception handling
* Involve in projects for new processes or industry initiatives, and internal / external audits

## Qualifications for KYC associate

* Identify system enhancement focusing on controls and efficiency and work with the IT teams to implement
* Face Internal & external Auditors and have good understanding of process to provide process walkthrough and samples
* Ability to fluently speak Cantonese or mandarin is a must as this role will involve interaction with local sales based out of Hong Kong
* Well versed with the KYC requirements as suggested by MAS and other major Asia regulators
* Ability to understand different risk types associated with Clients (Individuals, Private companies, corporation)
* Flexible and quick to adopt change in policies, systems and requirements