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# Example of KYC Manager Job Description

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

## Responsibilities for KYC manager

* Manage special projects, including remediation and others, as directed by regulators, internal audit
* Leading and overseeing team
* Implementing enhanced solutions to improve the Business review process
* Developing a clear communication process around processes with all Stakeholders
* Providing reporting and metrics
* Acting as the central point of contact for the assignment of Business Review requests
* Providing reports / communications for key Stakeholder groups as required
* Building and maintaining strong working relationships with your KYC Director, Team Leaders, Lines of Business, Operations, Audit, Compliance, and Technology to ensure consistent, quality delivery
* Leading on-going change initiatives and building / maintaining a strong understanding of the relevant Bank policies and regulatory environment
* A very strong background on Banking / Financial Services, including a strong Supervisory / Management experience and KYC / Compliance experience

## Qualifications for KYC manager

* Process and program management experience – delivering large scale policy or compliance related initiatives
* Manage SLA’s with KYC Centre of Excellence
* Oversee periodic review completions and work with AML Compliance and the AML DD
* Good knowledge of KYC/AML requirements particularly in relation to Asset Servicing products
* Must be self sufficient in the production of reports, presentations and spreadsheets
* 5 yrs related business experience in a financial services environment