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# Example of Sanctions Analyst Job Description

Our innovative and growing company is looking for a sanctions analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sanctions analyst

* Performing research on prospective and existing clients related parties to identify and analyse a sanctions nexus
* Conduct Quality Assurance (QA) reviews for the Sanctions Compliance team of dispositioned cases and transactions for compliance with established policies and procedures
* Ensure QA reports are prepared and distributed timely
* Liaise with stakeholders on QA results, trends, and best practices
* Review and maintenance of list changes in accordance with sanctions policies, procedures, and practices to ensure compliance with laws and regulations, including local Saudi list updates
* Work in tandem with onshore OFAC list maintenance team and the Compliance team
* Ensure performance/deliverables are in accordance with the global sanctions standards
* Interface with compliance for clarifications and additional information
* Lookback projects
* Adhere to processes and procedures

## Qualifications for sanctions analyst

* Ability to establish and maintain good working relationships with internal stakeholders, achieve influence and support at a senior level
* Understanding of Project Management methods and disciplines
* Experience working with sanctions & AML regulations
* Bachelor’s degree or other higher education qualifications
* Experience in execution of AML/KYC analysis, and Client Due Diligence
* Good understanding of AML/ATF and sanctions programs and of relevant legislation