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# Example of Sanctions Analyst Job Description

Our company is growing rapidly and is hiring 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

* Become a subject matter expert in Compliance bank data related to payments, wires and transactions
* Researching sanctioned parties to identify related parties with sanctions concerns in order to add them to the sanctions screening filters
* Conducting proactive research to identify customers or counter-parties that may be engaged in high-risk activity and referring such customers to Sanctions Customer Due Diligence & Remediation Team for review and action
* Compiling and distributing news articles on sanctions matters globally
* Monitor, research, analyze and address all essential compliance activities
* Perform quality assurance reviews of KYC files, alerts investigations and SAR filings (FIU) and OFAC hits
* Review and prepare a final agency recommendation for approval or denial of applications for licenses for personal, commercial, humanitarian, trade financing, travel, and other transactions
* Confer with applicants and their attorneys in connection with their requests for licenses or other issues relating to compliance with regulations pertaining to clients licensing requirements
* Review proposed new regulations and interpretations pertaining to economic sanctions and provide assistance in their drafting as required
* Prepare in-depth reports and briefings and memoranda for senior officials, the Congress, and other government agencies regarding licensing-related international financial matters, blocked assets, and other factual and policy matters

## Qualifications for sanctions analyst

* Experience in synthesizing large amounts of information, and a curiosity to ask appropriate questions to fully develop business and functional requirements
* Experience with ISO, Swift and XML mapping of financial messages
* Experience – At least 4 years of IT Business Analysis experience, preferably in the financial world
* Experience with ISO, Swift and XML mapping with financial messages
* Required Certification, National Compliance School
* Two to four years internal audit, credit review, compliance, or regulatory experience