



## Example of CIB Compliance Job Description

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Our company is growing rapidly and is hiring for a CIB compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for CIB compliance

- Some travel, including international, required
- The KYC Specialist will own the end to end client onboarding and renewal of KYC records to ensure regulatory standards (global / applicable local regulations) with high quality and while meeting tight deadlines
- The Client Onboarding Officer will assist with the drafting and gathering of client documents and make independent recommendations regarding AML risk at a client level prior to final review by the client-facing team
- The Client Onboarding Specialists are expected to stay current with all regulatory changes and requirements around client KYC, Suitability and Documentation
- Coordinate onsite examinations by regulators covering a variety of topics, businesses and functions related to the CIB and T/CIO
- Coordinating Global FIU projects to review AML risks across all lines of businesses for the APAC region
- Oversight of APAC FIU's day to day operation in terms of name screenings, performing analysis on transactions to identify unusual activity, and conducting research/ investigation to form recommendations in accordance to firm's global investigations standards
- Coordinating with local MLROs and legal colleagues in the region on any in-country regulatory requests as appropriate
- Assisting in the implementation of global policies and procedure relating to APAC Investigations

## Qualifications for CIB compliance

- Perform relevant compliance testing and review and identify any gaps
- Advise on regulatory and compliance requirements for new rules or regulations, products or other initiatives
- Coach and train the compliance team and provide relevant guidance
- Manage direct dealings with regulator, external auditors and internal auditors
- Provide training to the business on relevant compliance topics
- Have at least 10+ years of relevant compliance experience in a corporate investment banking capacity