



Example of KYC Manager Job Description

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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

- 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