



Example of Onboarding Analyst Job Description

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Our company is hiring for an onboarding 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 onboarding analyst

- Responsible for liaising with customers and coverage to ensure timely resolution to issues that arise during the course of onboarding or mandate amendments
- Consistently demonstrating full ownership of the onboarding process from point of hand-off by the respective coverage point to handover with clear communication to all key stakeholders throughout
- Taking accountability for checking of work completed by other parties as required, using access to systems to verify that instructions have been carried out in accordance with requirements
- Maintaining, and proactively develops, sound knowledge of KYC/Product/Credit to enable single ownership and support of customers through additional product set up and the on-boarding process
- Ensuring adherence of the team to current procedures in place and any new procedures added
- Building positive relationships with the Global Corporate customer base
- Resolving problems by identifying and selecting solutions through the application of acquired technical experience and will be guided by precedents
- Coordinate trade agreement legal negotiation and operational onboarding
- Respond to requests for KYC and other information from new counterparties
- Monitor and respond to margin calls

Qualifications for onboarding analyst

- Knowledge of foreign exchange electronic platforms would be an asset
- Bilingual in French and English, with good oral skills
- Be a central point of contact between regulators, compliance officer contacts for the daily/monthly/quarterly reporting for FX, Derivatives, FI, Cash, Trade and Loan
- Ensure proof & control procedures are performed to ensure accurate reconciliation between regulatory reporting and system data for submissions
- Collaborate with Market Operation team and Client Onboarding team on BAU processes