



Example of Review Analyst Job Description

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Our innovative and growing company is hiring for a review analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for review analyst

- In addition, the candidate will work across finance change teams to co-ordinate and promote VRG's requirements in relation to the many strategic programs that are currently ongoing
- Review and update KYC profiles for existing customers in a timely manner using internal KYC systems
- Work with the Front Office to confirm whether business relationships with customers flagged for periodic review are still required
- Apply the KYC Business Rules with internal policies and procedures to obtain and analyse the necessary documents for periodic reviews of each customer
- Review publicly available sources of information to identify any changes to the structure of the customer or our business relationship
- Work with the Front Office (or customer if appropriate) to source additional documentation if sufficient information is not publicly available
- Screen the customer and any related parties using KYC screening tools to identify the presence of any additional PEP connections or adverse information since the customer was onboarded or most recently reviewed
- Prepare and validate PEP / Adverse Information memos with the Front Office when customer and related party screening reveals the presence of new PEP connections or adverse information
- With the guidance of the Securities Review Unit Team Manager, recommending cases for restriction or regulatory filing at the Enterprise AML Office
- Promptly escalating critical or reputational risk matters to the Securities Review Unit Team Manager

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- Must use sound judgement in balancing regulatory and legal mandates with customer service
 - Balance productivity with service
 - High visibility and high sensitivity in this role
 - Currently possess either a Series 6 or Series 7
 - High level understanding of commercial and retail credit processes, including credit risk assessment and systems econometrics, statistics, simulations and credit products
 - Strong technical aptitude to include writing code in SAS, SQL Proficiency in MS word and excel required