AML Client Onboarding Officer

Business Unit	Professional Services	Department	PS – Support
Reporting Line	Head of Client On -Boarding	Location	London

Role Overview

Job purpose

Reporting to the Head of Client On boarding, the successful candidate will work as part of a small team, ensuring the firm 's KYC/AML standards are met by the business.

Key Responsibilities

- Check and approve the AML/KYC for new clients as part of the take-on process.
- Provide advice to the business on the AML/KYC to be obtained, when required.
- Assist the business in ensuring all necessary AML documentation is gathered.
- Assist the business in ensuring client AML records are fully up to date through periodic AML review.
- Working closely with the Financial Crime team on complex / high risk requests.
- Ensuring all logs are up to date and correct.
- Assisting in maintaining and updating team procedures.
- Assisting in producing various MI for management

Key Skills and Experience

- Anti-money laundering and client due diligence
- Knowledge and experience of dealing with KYC/AML for wide range of client types, including private individuals, corporates, partnerships, trusts etc.
- Experience of establishing Source of Income & Source of Wealth of Higher Risk individuals.
- Experience of using Worldcheck for PEP and Sanctions screening.
- Knowledge and experience of complex AML scenarios, including AML requirements for clients based in higher risk territories is preferred but a not necessity.
- Excellent communication and written skills
- Willingness to maintain up-to-date knowledge of the rules, regulations and guidance in respect of all aspects of AML
- Good inter-personal skills, with a determined and proactive approach.

Professional Qualifications and Education

- School leaver or Educated to degree level, 2:1 classification or above.

Key Competencies

- **Planning and organising** – must be able to work in an environment managing a high volume of requests, understanding how best to prioritise one's workload, keeping track of all outstanding cases.

- **Persuading and influencing** – when advising the Business on the AML requirements of a case, getting the staff to "buy in" to the issue and its resolution.
- **Attention to detail** – able to analyse multiple document types and identify key pieces of information.
- **Excellent communication** – working closely with the Business and Compliance, excellent communication skills both oral and written are required.
- **Teamwork** – necessary to work closely with Client On boarding colleagues, Compliance and the Business.
- **Judgement** – need to judge when a matter may need escalating to manager or Compliance for review.

Our Values and Behaviours

Personal

★ We take time to listen to & understand people's individual needs
★ We treat everyone fairly & with respect
★ We are honest & genuine

Partnership

★ We build lasting, mutually beneficial relationships
★ We value everyone's contribution
★ We partner across the full breadth of our expertise to create shared value

Performance

★ We are ambitious for our clients and act with their interests in mind
★ We keep our promises & deliver excellence at pace
★ We lead the way and embrace new ways of working

Consumer Duty

We pride ourselves on a high quality of service and, consistent with the Consumer Duty requirements for our colleagues in Financial and Central Services, we deliver good outcomes to our customers, particularly in relation to following principles:

- **Services (and products where offered)** – Services (and products) are fit for purpose
- **Price and Value** - Price the customer pays for a product or service is reasonable compared to the overall benefits
- **Consumer Understanding** – Customers are given the information they need, at the right time, and presented in a way they can understand
- **Consumer Support** – Enable our customers to realise the benefits of the products or service they buy, pursue their financial objectives, and act in their own interests