

MCARTHURGLEN GROUP

Job Title	KYC Analyst	Function/Region	Legal
Reports to	Global KYC Team Lead	Band	3
Location	London		

Our Mission

'To create the finest retail experiences.'

Our Purpose

'Making the extraordinary possible'

Purpose of Role

The KYC Analyst will be part of the centralised Compliance team, supporting all McArthurGlen regional locations in delivering KYC procedures and controls.

The role involves supporting the company in ensuring compliance with regulations and maintaining the integrity of the company's onboarding process across all locations.

Additionally, the role involves supporting in the development, implementation and successful completion of the company's various anti-financial crime project and procedures across all locations (as necessary).

Responsibilities

- Support the business across all locations in ensuring compliance with various regulatory requirements including anti-financial crime policies and regulations, such as anti-money laundering (AML) and data protection (GDPR).
- Support the Compliance Team with various compliance projects across different regions.
- Review and approve KYC conducted by relevant business units according to company procedures.
- Investigate and resolve sanctions/high-risk screening alerts as required by company procedures.
- Complete or support CDD/KYC checks for relevant parties in accordance with company procedures.
- Liaise with internal stakeholders and third parties to obtain or clarify KYC information.
- Collaborating globally with different McArthurGlen regions to ensure consistency throughout the KYC review process.
- Perform assigned tasks as part of onboarding, regular, and event-driven reviews.
- Identify and mitigate risks associated with KYC processes, escalating issues to the KYC Team Lead.
- Manage workload and track progress with stakeholders to ensure timely completion of assigned matters.
- Supporting the embedding of all relevant policies and regulatory requirements across all McArthurGlen regions and facilitating sharing knowledge and best practices as necessary.
- Support and coordinate AML and KYC project initiatives as directed by the Head of Compliance and the KYC Team Lead.
- Perform quality control checks on assigned KYC cases to ensure accuracy and completeness.
- Monitor shared mailboxes and ensure all anti-financial crime queries/KYC enquiries are appropriately addressed.

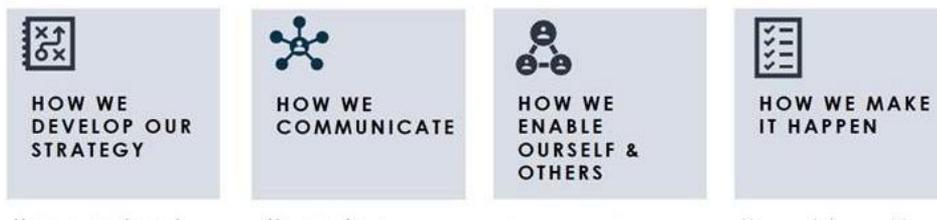
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- Conduct monitoring and quality assurance activities as required by the KYC Team Lead and company procedures.
- Participate in the development and maintenance of KYC-related policies and procedures.
- Support the KYC Team Lead in preparing reports on KYC activities and compliance performance.
- Assist the Compliance Team with anti-financial crime projects
- Assist the Compliance Team with administrative matters.

Requirements

- 2-3 years of experience in the end-to-end KYC and client on-boarding processes (UK experience essential).
- Undergraduate degree, preferably in Law. Relevant AML/CTF or ABC qualifications, such as ACAMS or ICA.
- Experience performing due diligence on a broad range of corporate entity types from global jurisdictions.
- Experience conducting Enhanced Due Diligence (EDD) reviews on high-risk entity types.
- Knowledge of AML typologies/red flags.
- Strong understanding of complex ownership structures.
- Ability to process and understand large amounts of complex information.
- Strong attention to detail and excellent analytical skills.
- Capable of prioritising tasks, meeting critical deadlines, and working independently remotely.
- Proven ability to identify problems and work efficiently to resolve them.
- Experience in KYC first line and KYC projects including onboarding corporates, different legal entities and individuals.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Desirable: exposure to the real estate industry.
- Occasional travel between McArthurGlen offices/centres may be required.

Our Success Framework



McArthurGlen, an extraordinary experience for everyone.

At McArthurGlen we value the diversity of our people.
We celebrate difference and believe that everyone is extraordinary.
We are committed to building a culture where our opinions and contributions
are listened to and respected and anyone can be themselves.
We learn and grow together, we all belong.