

JOB DESCRIPTION

Title of position	KYC Maker
Contract type	Contractor
Department	Client Onboarding Group
Reporting to	CMG Team Manager

Position Summary

Perform front-to-end due diligence on New Onboarding Clients and New Extension request, i.e. collating, reviewing & analyzing clients' documents and perform screenings based on regulatory and compliance guidelines and evaluating client's risk profile, etc.

Main responsibilities and duties of the role

- To perform KYC due diligence of new relationships for Hong Kong, Singapore, China, Malaysia, Australia, Taiwan and Japan entities as a KYC Maker.
- To conduct checks and due diligence on these clients primarily looking out for PEP/Adverse news/information that may be detrimental to the reputation of the bank.
- To liaise and coordinate with Front Office and Client on the collection of the KYC documents/information.
- To prepare escalation of complex cases to APAC Financial Security for advice, clarification or validation where applicable.
- To provide guidance and sharing of KYC knowledge to the junior team members in the team and other departments.
- Inputting and Maintenance of the Static Data/Accounts of the Clients into the KYC Databases.
- Ensure accurate and proper maintenance of statistics for timely MIS reporting/other ad-hoc reports and perform reconciliation on the KYC Status periodically (when required).
- To perform ad-hoc screenings and other duties assigned by the Manager.

Technical skill requirements

- Knowledge in front-to-back KYC process is essential
- Knowledge in KYC Screenings and Discounting are essential
- Proficient with MS Office - PowerPoint and MS Excel

Job Qualification (education, years of experience and other soft skills)

- Bachelor's Degree Holder in Banking & Finance or equivalent
- Minimum 3-6 years of experience in KYC / CDD, preferably in Corporate Investment Banking with a good understanding of AML/CFT Framework and KYC documentation processes

- Good understanding of the AML/KYC Regulatory Requirements in Asia (in particular HKMA, MAS, CBRC, PBOC, PRA, FSC and FSA)
- Strong verbal communication is essential.
- Proficiency in Simplified and Traditional Chinese will be an advantage
- Strong Interpersonal skills with ability to effectively interact with cross functional teams and capable of working on own initiative and prioritizing work-load
- Highly organized with excellent attention to detail, highly motivated and able to work with minimal supervision.
- Ability to multi-task and execute task with a sense of urgency and with ultimate goal of delivering tasks on time
- Strong team player
- Good Knowledge with Excel will be an advantage.