

Analyst- KYC & Onboarding - CB- GPB & Magnati

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Company: First Abu Dhabi Bank

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job Description

JOB PURPOSE:

Support AVP for NTB & periodic review files for CB, GPB & Magnati entity customers

Customer outreach to collect the updated KYC documents as per the required CDD measures

To process KYC periodic cases; and ensure all KYC/AML/CDD/EDD requirements are completed as outlined by Group Compliance; while adhering to Bank standards, Policies and Procedures.

Process cases within agreed TAT / SLA.

Review/Assess and approve EDD clients as per the Delegation of Authority (DOA) in place and review/assess/prepare all High/Very High Risk and EDD cases to be submitted to Senior Analyst/AVP/Group Compliance for their decision.

KEY ACCOUNTABILITIES:

Job Specific Accountabilities

CBG, GPB & Magnati – NTB & KYC Periodic Review

Ensure the appropriate process is in place for approvals/rejections for NTB & KYC periodic review requests as per respective approved DOA for the segments

Conduct customer outreach to collect the updated KYC documents as per the applicable

checklist

Ensure all the required documentation has been collected in line with the CDD measures

Review Name screening, due diligence and Adverse Media matches.

Undertake KYC remediation on a structured and cyclic basis.

Review AML and Sanctions concerns where applicable.

Review Enhance Due Diligence (EDD) exercise for KYC periodic review requests as per approved segment DOA and forward the results to Financial Crime Compliance (FCC) for their feedback (recommendation/ approval/ rejection).

Manage BAU KYC refresh for the assigned business unit/s

Update the tracker on regular basis by maintain the central MI

Upload the KYC documents in workflow system in order the maintain the audit trail

Ensure KYC records are updated in the core banking system and customer KYC documents are moved to bank repository.

People Management

Support AVP and Senior Analyst – For NTB & KYC periodic review

Support with assisting with projects/deliverable to meet deadlines

Provide guidance to colleagues and conduct knowledge sharing sessions when applicable

Policies, Systems, Process & Procedures

Support the Business functions under CB, GPB & Magnati in maintaining and KYC periodic reviewing & KYC related procedures and processes

Review and oversee local adherence to Group Compliance On-Boarding & KYC Policies, Procedures and Processes

Continuous Improvement

Support AVP and Senior Analyst – KYC periodic review by identifying opportunities for continuous improvements to CB, GPB & Magnati KYC related processes and practices based

on risks and control deficiencies identified

Support AVP and Senior Analyst – KYC periodic review by creating a knowledge and best practice repository to enhance efficiency

Reporting

Support AVP and Senior Analyst – KYC periodic review on MI to be reported on KYC in a timely manner to Senior Stakeholders/Group Compliance

Ensure information is accurate for MI related to CB, GPB & Magnati NTB & KYC periodic review.

Generic

Support AVP and Senior Analyst – KYC periodic review by implementation of Group Internal Audit, Regulatory and Group PB compliance & GCDD recommendations on findings relating to NTB & KYC periodic review.

Qualifications

Minimum Qualification

Bachelor's degree or higher in Management, Banking, Finance, preferably with certification in Compliance, KYC/AML/CFT, Financial Crime or Risk Management.

Minimum Experience

Minimum of 2-3 years of experience in Banking.

At least 1-2 years' technical experience across various aspects of Regulatory and Financial Crime. Compliance (e.g. local and international requirements, FATCA, CRS, GDPR, AML, KYC, etc.)

Minimum of 1-2 years of experience within KYC role

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