

KYC Officer/Analyst

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Company: Marc Ellis

Location: abu dhabi

Category: other-general

Job Responsibilities:

- Assesses the completeness and quality of initial “Know Your Customer (KYC) documentation for existing Business Banking Customers to ensure required as part of CDD / EDD efforts and documentation are in accordance with applicable Ongoing Due Diligence Procedures.
- Ensure adherence to mitigating Compliance risk / Central Bank regulatory requirement while performing reviews of cases raised to GCD for ODD.
- Ensuring raising appropriate Request for Information (RFI’s) where the information /documentation wherever applicable as per KYC Onboarding and ODD Procedure.
- Analyze KYC data, documentation, and negative news to determine Client Risk Profile as established under the ADIB KYC Ongoing Due Diligence procedures and provides guidance / input to the Business on all KYC issues including KYC refresh.
- Identifying red flags linked to Financial Crime while performing Ongoing Due Diligence through analysis of information /transaction etc.
- Conduct name screening of the customers and the related parties identified in customer’s profiles including (but not

limited to) shareholders, Directors, Authorized signers,

Nominee. Suppliers /Customers (Related Parties)

Job Requirements/Experience:

- Minimum 2 years of FCC – KYC Dedicated experience
- Good knowledge and experience of KYC procedure and systems.
- Bachelor's degree in business studies, law, accounting, economics or commerce, or specific training in risk management.
- Exemplary knowledge and experience for Business Banking (SME sector) for KYC policies, processes.
- Strong knowledge and experience of having provided KYC advice to all types of business and operations covering all types of customers.
- Strong knowledge of bank KYC on-boarding and KYC refresh procedures

Education: Bachelor's degree in business studies, law, accounting, economics or commerce, or specific training in risk management.

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