

Job Description

Job title	Analyst (I) – AML Due Diligence and Investigations
Team	British Business Bank
Band	7
Reporting to	Manager, AML Due Diligence and Investigations
Management responsibility	None

Purpose of the job

To work with the Senior Manager and Manager of AML Due Diligence and Investigations within the Fraud & Financial Crime team in managing the AML Due Diligence and Investigations issues in relation to the support and management of the wider Portfolios. The postholder will be responsible for conducting AML/KYC searches on new delivery partners/customers/suppliers in line with BBB AML Procedures and Policy, recording of data in relation to the retention of Customers, Delivery Partners and Supplier's information in line with GDPR requirements.

The role will effectively provide business partner support to the business units across the Bank, working closely together with the wider Business Units to deliver AML Due Diligence and Investigations requirements. The postholder will also be expected to build stakeholder relationships across the non-operational elements of the business in support of these requirements.

Main duties

Key aspects of the role will include:

- Conducting the KYC/AML search process for new requests, alerts, refresh and closure in line with AML regulations and industry best practice
- Carrying out AML/KYC periodic reviews on customers by collating information from online company registers, company information providers, public sources and using internal systems and screening tools, to verify the identity and beneficial ownership/control of customers, identifying any higher risk factors and completing a full risk assessment on each customer.
- Conducting screening of clients to identify any links to PEPs, sanctions, adverse media and financial crime
- Take a proactive approach to managing your workload in line with SLAs, identifying and discussing potential issues with your line manager before they become problems
- Maintenance of the KYC/AML Registers
- Collating internal documents and signatures as necessary to support Delivery Partner requests for AML checks on BBB
- Liaising across the product teams and Relationship managers on AML Due Diligence and Investigations matters
- Building stakeholder relationships with internal teams such as Operational Risk and Finance, Legal and Product Teams
- Supporting the completion of Internal reports
- Supporting the continued review and updating of internal working process documentation

Knowledge and experience

Essential experience

- Ability to work well within deadlines and set timeframes.
- High level of attention to detail is essential.
- Ability to working flexibly in a team environment to deliver required results.
- Effective verbal communication and in producing concise and comprehensible written reports.
- Good organisational ability.
- Ability to work in a collaborative team environment.

Desirable

- Awareness of Money Laundering and Financial Crime.

Management responsibilities if appropriate

None.

The AML Due Diligence and Investigations Team reports to the Director Fraud & Financial Crime Operations.

Key competencies/behaviours

- Good verbal and written communication skills.
- Team worker
- Ability to work proactively and to deliver results
- Good organisational skills
- Numerate and analytical skills

Qualifications

Additional / desirable

- Awareness in one or more of the following relevant disciplines; business continuity, quality and compliance, information security or financial crime (AML, bribery and corruption, fraud).
- Experience in financial services or other regulated sector.

Willingness to study towards a professional risk management or AML qualification or equivalent such as IRM, ICA etc.

Is this a regulated role?

No