



**FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to business requirements and a newly created position, we are now looking to acquire the services of a capable Capital Markets KYC Analyst to provide support to the Treasury & Markets team.**

### **Key Responsibilities:**

- Act as the contact point for all counterparty-related due diligence queries concerning the Treasury & Markets teams.
- Responsibility for onboarding including preparing KYC documentation for review and sign off by Business Compliance function.
- Upload all documentation used from onboarding to the Client Repository and ensure all documents are correctly filed under the correct taxonomy.
- Ensure that the client due diligence and checks are completed and signed off for onboarding within the agreed SLAs.
- Assist the Head of Markets and Head of Treasury to ensure that the business' procedures in respect of Anti-Money Laundering, GDPR, EMIR and MiFID II etc. are adhered to.
- Take responsibility for periodic reviews and assist Business Compliance team when necessary.
- Provide guidance with regards to on-boarding policies and account initiation.
- Establish and maintain relationships with clients to facilitate and accelerate the on-boarding processes.
- Proactively resolve queries received from front office and the Business Compliance Team, highlighting and escalating issues in a timely manner.
- Other general ad hoc administration for coordination & documentation within the team as and when required.

### **Key Skills/Experience:**

- Previous experience within a similar KYC/AML position would be highly advantageous.
- Excellent communication skills both verbal & written.
- Excellent attention to detail with particular focus on archiving and chasing documentation.
- Previous KYC experience within the UK.
- Ability to work under pressure and manage time effectively.

### **In return we offer a fantastic benefits package including:**

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection



- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)
- Cycle to work scheme
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service
- Give As You Earn (GAYE)