

Private Banking Assistant
London

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, we are now looking to acquire the services of an experienced administrative professional to provide support to the Private Banking Team as a Private Banking Assistant.

- **Office hours are Monday-Friday, 9am-5pm with a 1-hour lunch.**

Key Responsibilities:

- Successfully provide general administrative support to the Relationship Managers such as: Account Opening, Client Screening, KYC/KYB Maintenance and updates, Client transfer requests and any other Client enquiries.
- Undertake effective KYC screening of any prospective clients and review the due diligence documentation to assist with client onboarding and retention.
- Effectively conduct KYB updates, prepare SMAFS and monitor the KYB report on an ongoing basis.
- Maintain compliant and accurate client files and ensure all client data is updated as required.
- Prepare and provide accurate monthly MI for Management including performance reports and client revenue reports.
- Other ad hoc administrative duties as and when required.

Key Skills/Experience:

- Previous experience working within Banking/Financial Services.
- Excellent customer service skills.
- KYB and KYC experience/knowledge.
- IT literate, particularly within Excel.
- Excellent communication skills, both verbal and written.
- Excellent attention to detail with a drive for continuous improvement.
- Ability to work autonomously and work to own initiative.
- Previous experience working with high volume and within high pressured environments.

In return our client offers 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)