



Analyst

As a member of the Business Support Unit (“BSU”), the incumbent possesses a comprehensive understanding of client due diligence as it pertains to both personal and non-personal accounts along with an in-depth knowledge of AML/ATF in order to act as a liaison between members of the respective business unit(s) and Clarien’s customers on all matters relating, but not limited, to regulatory requirements and Group policies.

Primary Responsibilities:

- Provide support to members of the respective business units in the collection of client due diligence as it relates to the onboarding of new accounts; remediation of existing accounts and ad hoc projects; and Customer account and transaction (CAT) Reviews as scheduled;
- Correspond directly with clients in order to satisfy requests for information (“RFI”) pertaining to client due diligence, AML/ATF monitoring and transactional activity as required by the business, Financial Crimes Compliance (“FCC”) and all other relevant third parties;
- Verifying customer data is correct and sent for processing in a timely manner;
- Highlight any data inconsistencies and/or errors found on the core banking system and work with the appropriate area to effect clean-up;
- Ongoing account maintenance as required for verifying/identifying ultimate beneficial ownership; reactivating dormant accounts; deceased persons; liquidations and Power of Attorney relationships; and all trigger events in accordance with Group policy;
- Assist with tracking and reporting of all compliance related activities as required ;
- Undertake to handle all other administrative duties befitting the role;
- Any other duties as reasonably requested.

The successful candidate must have:

- A minimum of 2 years’ experience in Banking or within the Financial Services industry;
- ACAMS & STEP qualifications preferred, or currently studying for same;
- Bachelor’s degree in Business or Finance preferred;
- Demonstrated understanding of Compliance requirements, current banking laws and regulations;
- Experience in conducting customer account reviews would be an asset but is not required;
- Thorough knowledge and understanding of general banking practices and proficiency in operational procedures and bank policies and willingness to learn same;
- Strong quantitative, problem-solving, conceptual and analytical skills, with proven ability to multi-task and manage time effectively;
- Excellent spoken and written communication skills with the ability to express complex concepts in clear business terms;
- Resourcefulness and flexibility to adapt to change;
- Ability to take initiative and anticipate customer concerns;
- Proficiency with all Microsoft Office products, particularly Excel;
- Proven ability to:
 - Take initiative with some supervision, including the judgment to seek assistance on a timely basis;
 - Take data, synthesize, analyze and report on same;
 - Form sound conclusions based on facts.

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than July 3rd, 2019 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

www.clarienbank.com | 441 296 6969

Head Office: 19 Reid Street, Hamilton HM11, Bermuda | Paget Plaza: 161 South Road, Paget DV04, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited through its wholly owned subsidiary companies is licensed to conduct bank, investments and trust business by the Bermuda Monetary Authority.