



PR/159675 | Senior Associate, Group Due Diligence

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561517

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 16:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

- Involved in due diligence operations, carry out due diligence reviews for both new and existing third-party relationships.
- Conduct background checks and screenings, including financial health, sanctions, adverse media, anti-bribery and corruption, and data privacy risks.
- Analyse risk levels, document findings, and prepare recommendations for management.
- Ensure onboarding and periodic reviews are completed within agreed timelines.
- Involve in Risk Assessment & Escalation. Identify and escalate potential red flags or high-risk cases to the Senior Director of Due Diligence.
- Work closely with internal teams (Legal, Compliance, Operations, Data Privacy, IT, and Business Units) to gather necessary information.
- Support the implementation of risk mitigation actions and follow up on control gaps.

- Maintain and improve due diligence policies, procedures, and checklists.
- Contribute to process enhancements, automation efforts, and data analysis to improve efficiency and risk coverage.
- Ensure proper documentation and audit trails for internal and regulatory reviews.
- Provide guidance and on-the-job training to junior team members to maintain consistency and quality in reviews.

JOB REQUIREMENT

- Bachelor's degree in Law, Finance, Business, or a related field.
- 4–6 years of hands-on experience in due diligence, compliance, AML, or risk management within the financial services industry.
- Solid understanding of AML/CFT regulations, sanctions, anti-bribery and corruption
- Strong analytical, writing, and communication skills with attention to detail.

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Company Description