



CR/096555 | KYC Compliance officer (6 months)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1575387

Industry

Bank, Trust Bank

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 09:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading private bank with a strong presence in Asia, this organization specializes in holistic wealth management solutions tailored to high-net-worth individuals and families.

JOB RESPONSIBILITIES

- Build strong working relationships with key teams, including Front Office, Client Documentation Services (CDS), KYC/AML Onboarding, AML Investigations, and Risk Management.
- Support the Head of AML/KYC and Head of Periodic Review in managing compliance reviews for existing client relationships and addressing new or incremental KYC/CDD risks.
- Guide Relationship Managers across Singapore and overseas offices (Hong Kong, Thailand, Dubai) on periodic review submissions, including KYC updates, account structure changes, and adverse news handling.
- Assist with ad-hoc KYC/CDD matters and respond to queries from regulators, auditors, and Head Office.

- Review client profiles during periodic reviews to ensure compliance with internal standards and regulatory requirements for AML/CFT/CDD.
- Verify completeness and accuracy of KYC information, adequacy of source of wealth narratives, and plausibility assessments.
- Conduct client risk assessments and due diligence for high-risk profiles.
- Perform name screening (Google, World-Check, Factiva) and transaction reviews to ensure activities align with client risk profiles; investigate suspicious transactions.
- Participate in projects and process improvement initiatives related to KYC/CDD.

JOB REQUIREMENTS

- 3–5 years of experience in KYC onboarding, periodic review, or AML roles within private banking or wealth management.
- Solid understanding of private banking operations and MAS 626 guidelines.
- Experience handling AML/CFT regulatory inspections, audits, and strategic projects.
- Proficient in MS Word, Excel, and PowerPoint.

Working Location: Singapore

Lou Kay Shaun Neal (R22109163)
JAC Recruitment Pte. Ltd. (90C3026)

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Company Description