



## CR/096556 | KYC Compliance officer (6 months)

### Job Information

**Recruiter**

[JAC Recruitment Singapore](#)

**Job ID**

1575388

**Industry**

Bank, Trust Bank

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 10:42

### 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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