



CR/096557 | KYC Compliance officer (6 months)

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1575389

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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Company Description