JAC Recruitment

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JAC Recruitment Singapore

PR/097218 | KYC Advisory Specialist

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1599681

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
August 7th, 2026 16:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

OVERVIEW

Our client is a premier Swiss private banking group headquartered in Zurich, offering holistic wealth management, investment advisory, and wealth planning for high-net-worth individuals globally.

Summary

Seeking a diligent and detail-oriented KYC specialist to support the Private Banking RMs. The role is responsible for the preparation and maintenance of complete and accurate Know Your Customer (KYC) documentation and client due diligence (CDD) profiles in accordance to local regulations and bank internal standards.

The KYC specialist will work closely with the RMs in collecting and validating client information, draft de-tailed KYC narratives (including SOW and risk assessment summaries) and ensure high quality onboarding and periodic review of private banking clients.

This is a hands-on role suited for someone meticulous, structured and familiar with private banking client profiles.

Key Responsibilities

KYC Review and Quality Management

- Work collaboratively with the RM in the preparation of comprehensive KYC files and narratives for client onboarding, periodic reviews and trigger events.
- Articulate SOW and SOF summaries ensuring clear justifications, plausibility assessments and traceability.
- Review client structures (individuals, companies, trusts, foundations) and ensure documentation completeness in line with local regulations.
- Ensure all KYC profiles meet internal quality or compliance standards before submission for checking and approvals.
- Support RMs by providing guidance on CDD requirements and acceptable documentation.
- Work with RMs to address any queries by Compliance/Uplift teams.
- Escalate potential AML concerns or documentation gaps to Compliance or relevant control functions.
- Contribute to process improvements and knowledge sharing with the onboarding and KYC team.

Requirements

Personal and Social

- Excellent analytical, conceptual, problem solving and interpersonal skills, as well as a high level of flexibility and adaptability to changes.
- Strong personality with a robust ethical compass and a consistency in handling challenging situations.

Professional and Technical

- University degree or equivalent education in Banking and/or Finance.
- At least 5 years of professional experience in KYC/CDD, AML Compliance, financial crime remediation including large scale remediation or uplift programmes.
- Strong ability to interact with senior management, build trusted partnerships, deliver sound opinion and present relevant solutions.
- Strong technical knowledge in KYC risk assessment, SOW/SOF corroboration and financial crime compliance standards.
- Strong people skills with the ability to set and prioritise objectives and task.

We regret to inform that only shortlisted candidates will be notified. Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Reg No. R1879356

EA Personnel Name: Tan Deshun

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#countrysingapore

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Company Description