



PR/097218 | KYC Advisory Specialist

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントシンガポール

#### 求人ID

1599681

#### 業種

銀行・信託銀行・信用金庫

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2026年07月10日 18:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

無し

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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

#LI-JACSG

#countrysingapore

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会社説明