

Due Diligence Officer (H/F)

Our client:

An international private bank based in Geneva.

Role & Responsibilities:

- Performing the onboarding and KYC recertification for Commercial Corporate Clients with all involved stakeholders, such as client, relationship manager, compliance department, other Due Diligence Teams.
- Client documentation collection and analysis (including tax documents) and driving the whole KYC/Due Diligence procedure.
- Identify the ownership structure and the ultimate beneficial owner according to Swiss Bank's code of conduct with regard to the exercise of due diligence (CDB20).
- Use internal systems to cross check client information against external sources.
- Actively participate in client conference calls while guiding clients through the account opening and KYC recertification.
- Performing Risk and Compliance researches/ analysis (such as PEPs, Adverse Information, etc.) supported by Bank tools, as well as using public sources to provide a first risk assessment on complex files.
- Accurate and timely update of relevant information on all record keeping systems.
- Adherence to departmental policies and procedures.
- Improving constantly own knowledge and adapting work due to the departments' priorities and needs.
- Actively participate in regular meeting and group discussions.
- Achieve operational goals set, and deliver against agreed targets in terms of quality and productivity.

Profile:

- Master Degree or equivalent (> 4 years) in economics/law
- **At least 2 years experience** withon control documentation, KYC analysis or due diligence on corporate and private clients within a private bank
- Strong knowledge of Swiss Bank's code of conduct with regard to the exercise of due diligence (CDB20)
- Fluency in French and English

Contract type: Temporary mission until the 30.11.2023

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
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