

# KYC Analyst

Didsbury, Manchester

Entrepreneurial zeal and a drive to do things differently have spurred Greenergy to grow from a bedroom start-up to become the UK's leading fuel supplier. Good customer service is central to our mission and we constantly strive to be a company that's easy to deal with by streamlining procedures and eliminating bureaucracy. Choose to work for Greenergy and you'll find that we are welcoming, logical and efficient. We endeavour to approach the status quo of an established industry with fresh eyes.

We seek the recruitment of analysts to undertake a key role with Know Your Customer (KYC) and Anti-Money Laundering (AML) clearance assessments for new customer and suppliers. Based in Manchester, the successful candidates will have responsibility for ensuring the timely delivery and administration of all aspects of KYC and AML reporting. Reporting into Head of Contracts and working with key stakeholders the successful applicant will:

- » Ensure all relevant KYC documentation is obtained
- » Liaise with trading teams to obtain and validate correct documentation
- » Perform due diligence and identify any risk on new and prospective customers and suppliers
- » Review of completed documentation when received back from client and if appropriate sign off documentation in compliance with local AML regulations
- » Escalate complex high risk cases to the KYC Manager or compliance team
- » Ensure strict SLAs are met when assessing and completing on-boarding process
- » Provide guidance to the trading, treasury and commercial teams with regard on-boarding policies and account initiation
- » Support the development of a KYC reporting process in line with business operational and reporting needs.
- » Effectively manage data ensuring compliance regulations are adhered to
- » Support the delivery of a KYC record and review system
- » Manage the KYC mailbox and communication channels effectively and escalate any issues to the KYC Manager or compliance team.

## Personal Requirements:

- » Analytical and problem solving skills alongside a flair for developing and initiating new ideas on a timely and accurate basis;
- » Ability to prioritise and work in a structured and ordered manner
- » Strong interpersonal, communication and presentation skills, self-motivation;
- » Overall strength of character with the ability to operate at all levels of the business coupled with the business acumen and sound commercial judgment to build credible relationships;
- » Able to work under pressure and meet deadlines through organisational and planning abilities; and
- » Enthusiastic approach to work with a drive to create and evolve with changing processes.

## Knowledge and Skills:

- » At least 6 months Client on-boarding or KYC experience gained within a professional services or banking organisation
- » Will possess a good working knowledge of FCA, PRA and JMLSG regulations/guidelines
- » Experience managing and reviewing identification documents
- » Good analytical skills
- » Excellent communication and interpersonal skills
- » IT proficient (Microsoft Office)
- » Language skills.

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People are key to our continuing success; we work hard to reward, develop and retain staff. We offer a competitive salary, career progression opportunities, along with a comprehensive benefits package which includes;

- » 25 days holiday per year, increasing by 1 day after 5 years' service for every full year up to a maximum of 30 days plus bank holidays
- » Private Medical Insurance
- » Worldwide Travel Insurance
- » Company Pension
- » Life Insurance cover of 4 times basic salary
- » Eye Care Vouchers, Flu Jabs
- » Ride to Work Scheme
- » Access to a discount site for things like eating out, health and leisure etc.
- » You will also have access to the 24/7 Employee Assistance Programme.
- » Excellent staff facilities.

If you are interested in joining the Greenergy team, please submit a current CV along with a cover letter in support of your application. Applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to Candidates who are not short listed for interview.

If you should have any queries regarding this position please call Debbie Rees 01827 302298.

**NO AGENCIES - Thank you.**