

Job Description: Client Onboarding Associate

Aim and Purpose of the role

To work as part of the Suitability and Client Onboarding Department.

The Department acts as the 'first line of defence' for WCIM and a Front Office support function for Investment Managers and their assistants. Its responsibilities relate to Suitability, Portfolio Risk monitoring, Appropriateness, KYC, Customer Due Diligence (CDD), Enhanced Customer Due Diligence (EDD), Anti-Money Laundering (AML) and Market Soundings.

The aim and purpose of the role is to assist the Department with all aspects of the client onboarding process, including CDD/EDD and AML checks.

Specific duties and responsibilities

- Client Onboarding/KYC/CDD/AML. Ensuring that for all new accounts and repapered accounts: the correct application form has been correctly completed; the correct supporting documentation has been provided; all the relevant KYC information has been gathered; the client's identity has been verified in compliance with AML regulations and sufficient CDD checks are carried out;
- Overseeing and conducting the Appropriateness test assessments for Execution Only (EO) clients who wish to invest in 'complex' products;
- Conducting CDD/EDD on third party authorities to an account and the recipients of third party payments;
- Answering ad-hoc Client Onboarding queries from Investment Managers/their assistants and providing ongoing advice, guidance and training for Investment Managers/their assistants;
- Conducting AML based file reviews/QA's and providing feedback and guidance to Investment Managers as required;
- Overseeing and managing all documentation and policies and procedures relating to Client Onboarding/KYC/CDD/EDD/AML; and
- Keeping up to date on changes and developments within the industry.

Qualification and Technical requirements

- Bachelor's degree or equivalent is desirable;
- Minimum 1+ years' experience of conducting client onboarding is desirable;
- Experience within private client portfolio management is desirable;
- Professional compliance or investment qualifications would be an advantage; and
- In depth understanding of the regulation surrounding Client Onboarding and CDD, including JMLSG and financial crime legislation/directives; knowledge of Excel and ability to use it is desirable.

Other skills, competencies and attributes

- Complying with the letter, spirit and expectations of applicable legal and regulatory requirements at all times (e.g. FCA, Money Laundering/Proceeds of Crime, Data Protection);
- Conformance with Walker Crips best practice with regard to conduct, culture and other general business compliance control procedures;
- Able to escalate any potential risks identified to the Head of Suitability and Client Onboarding;
- Effective written and verbal communication skills;
- Attention to detail and strong focus on accuracy of information;
- Strong interpersonal skills, the ability to challenge and influence;
- Understand and meet best practice requirements;
- Ability to prioritise and use time management skills; and
- Maintain high professional standards when interacting with colleagues and other industry professionals.