

Andersen has an in-depth expertise in tax matters and offers tax consulting, tax compliance and accounting services to Luxembourg and international clients. **Andersen, Luxembourg** is a member firm of **Andersen Global**.

We are currently looking to recruit:

Senior KYC Analyst (m/f/d)

THE ROLE

The role provides an excellent opportunity to apply your AML expertise working in collaboration with clients and a variety of departments across the business. This is a great occasion for the right individual to work in a growing and dynamic environment by providing support to internal and external stakeholders (clients) on AML/KYC.

DUTIES INCLUDE

- Reinforce the Onboarding Team in their day-to-day activities and offer ongoing support to all group companies on Know-Your-Customer (“KYC”) and Anti-Money Laundering (“AML”) issues.
- Onboarding: perform analysis on client and documentation, prepare the risk profile, ensure compliance in accordance with established work practices, policies and procedures.
- Ongoing due diligence: conduct reviews on a periodic basis, assess existing client documentation, perform quality checks on KYC received, and mitigate any gaps with independent research. Review and analyse complex cases independently.
- Client Service: anticipate and identify client needs via client reach out (participate and initiate client meetings as required), develop effective working relationships with clients.
- Provide regularly support to other team members/train new joiners, oversee and supervise daily the work of juniors; independently manage junior staff.
- Provide support and advice on AML and KYC matters to internal and external stakeholders. Act as initial escalation point. Demonstrate in depth AML and KYC knowledge and act as a subject matter expert.
- Propose, review and coordinate and/or draft AML ad KYC trainings. Independently produce and provide training.
- Undertake onboarding projects, and/or other related ad hoc projects. Independently propose and assess need for project launches.

SKILLS AND COMPETENCIES

- Risk Aversion/attention to detail: demonstrate a keen eye for details.
- Adaptability: confidently handle day-to-day work challenges (willing and able to adjust to multiple demands and shifting priorities).
- Organization: Manage your workload ensuring all deadlines are met timely. Adhere to established processes and procedures. Strive to modify / iterate processes and flows to continually improve accuracy, reduce redundancy, and mitigate risk. Execute sound judgement.
- High Aptitude: quickly understand technical, procedural and functional information to solve problems and deliver information to internal and external stakeholders.



- Communication: demonstrate and convey an understanding of the comments and concerns of others; strong written and presentational skills; listen well in a group.
- Excellent English skills (orally & written) and good communication skills in German. French and any other language will be considered as an asset.
- Problem solving: gather relevant information systematically; consider a broad range of issues or factors; grasp complexities.
- Teamwork: build effective relationships; fosters collaboration across the group.
- Results driven: plan and organise self and work in order to achieve objectives and targets; forward thinking mindset.
- Managerial skills: Develop, train and assess junior staff (approve time sheets, review work and provide performance feedback).

QUALIFICATIONS, EXPERIENCE AND TECHNICAL SKILLS

- Bachelor's degree (Law, Economics, Business Administration, etc.) or equivalent
- Very good knowledge of local AML regulations and obligations in the financial sector.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Visio).
- Previous experience in a similar role (3 years minimum), preferably in a financial services environment.

OUR OFFER

We are a developing company providing a wide range of tax services. You will work closely with experienced professionals sharing their knowledge and supporting you in your professional development. We offer ongoing training to make you successfully advance your career.

We will consider a remuneration package that will be in line with your motivation, skills and experience.

INTERESTED? PLEASE SEND YOUR CURRICULUM VITAE WITH A MOTIVATION LETTER TO

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WE GUARANTEE FULL CONFIDENTIALITY FOR ALL APPLICANTS.

