

JOB DESCRIPTION

Position Title: Junior Due Diligence Analyst
Reports to: Director - Due Diligence & Market Security (DDMS)
Location: London
Focus: Due Diligence

Key Responsibilities & Accountabilities:

- Verification of Due Diligence information received, at initial Account onboarding, and later at Due Diligence reaffirmation stage through Internet searches and applications. Using Sanctions & Regulatory Checking database (World Check) to establish if there are reputational or sanction related issues. To form a risk-based decision that is appropriate and auditable and create applicable BMS broking system accounts thereafter.
- Ensure that during the process, any identified 'High Risk' cases from due diligence or sanction exposure are escalated to DDMS management.
- Ensure that during the process, any identified 'Politically Exposed Persons or State-Owned Entities' are correctly identified and recorded within World Check and escalated within DDMS as appropriate.
- To follow department rules and procedures to ensure that Due Diligence performed and reaffirmed, is in line with the timescales within the company procedures.
- To produce reports or statistics as and when requested.
- Ensure excellent service and compliance using meticulous checking and organisation.
- Advising the business day-to-day as required on policy application and interpretation – e.g. customer due diligence requirements.
- Assist with specific departmental projects as required.
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.

Functional & Behavioural Competencies required:

- Previous experience within a Due Diligence/KYC/Compliance environment, preferably with a Lloyds broker or within Financial Services
- Knowledge and use of sanction checking software e.g. World Check.
- Experience of the technical tasks listed under key responsibilities & accountabilities
- Understanding of regulation and legislation requirements
- Excellent IT skills and ability to pick up new systems quickly
- Self-motivated
- Forward thinker and planner; proactive and uses initiative
- Adapts and responds well to change and pressure
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Communicates clearly; effectively contributes to the team and interacts with others
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined