

## BSU Analyst

As a member of the Business Support Unit (“BSU”), within Operations the incumbent possesses a comprehensive understanding of client due diligence as it pertains to both personal and non-personal accounts along with an in-depth knowledge of AML/ATF in order to open accounts and act as a liaison between members of the respective business unit(s) and Clarien’s customers on all matters relating, but not limited, to regulatory requirements and Group policies. This person will be responsible for promoting quality service to both external and internal customers ensuring that the public perception of Clarien Bank is positive by providing excellent and efficient service to customers.

### Primary Responsibilities:

- Processing of Account opening request including analyzing accompanied documents and ensuring all information is accurately entered in related systems;
  - Ongoing customer and account reviews and processing using various tools as required for account opening, reactivating dormant accounts, unblocking accounts, adding joint account holders; and all trigger events in accordance with Group policy;
  - Review customer and account documentation to ensure that they are complete and in compliance with Regulations and Group Policies
  - Provide support to members of the respective business units in the collection of client due diligence as it relates to the onboarding of new accounts; remediation of existing accounts and ad hoc projects; and Customer account and transaction (CAT) Reviews as scheduled;
  - Highlight any data inconsistencies and/or errors found on the core banking system, workflow system and portals, complete ongoing account or CIF maintenance as required, and or work with the appropriate area to effect clean-up;
  - Maintain the Workflow system, including any exceptions, liaise with the vendor on any issues, and provide testing and any other request related to the role.
  - Assists in maintaining relationships with internal departments, vendors and third parties.
  - Undertake to handle all other administrative duties befitting the role.
- Strong quantitative, problem-solving, conceptual and analytical skills, with proven ability to multi-task and manage time effectively;
  - Excellent spoken and written communication skills with the ability to express complex concepts in clear business terms;
  - Resourcefulness and flexibility to adapt to change;
  - Ability to take initiative and anticipate customer concerns;
  - Proficiency with all Microsoft Office products, particularly Excel;
  - Proven ability to:
    - Take initiative with some supervision, including the judgment to seek assistance on a timely basis;
    - Take data, synthesize, analyze and report on same;
    - Form sound conclusions based on facts.

### The successful candidate must have:

- A minimum of 2 years’ experience in Banking or within the Financial Services industry;
- ACAMS & STEP qualifications preferred, or currently studying for same;
- Bachelor’s degree in Business or Finance preferred;
- Demonstrated understanding of Compliance requirements, current banking laws and regulations;
- Experience in conducting customer account reviews would be an asset but is not required;
- Thorough knowledge and understanding of general banking practices and proficiency in operational procedures and bank policies and willingness to learn same;

### Competencies:

- Adaptability
- Problem-solving
- Service quality
- Teamwork and collaboration

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than December 21<sup>st</sup>, 2022 to:

**Human Resources Department**  
**25 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** [jobs@clarienbank.com](mailto:jobs@clarienbank.com)  
**Fax:** + 441 296 7701

Point House, 6 Front Street, Hamilton HM 11, Bermuda  
[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited, through its wholly owned subsidiary companies, is licensed to conduct bank, investments, corporate service provider and trust business by the Bermuda Monetary Authority.

