



## Senior KYC Analyst

### Job Information

**Hiring Company**
[Saxo Bank Securities Ltd.](#)
**Job ID**

1520529

**Industry**

Securities

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8.5 million yen ~ Negotiable, based on experience

**Refreshed**

April 4th, 2025 13:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**We get curious people invested in the world**

Saxo Bank is one of the largest and fastest growing financial brokers in the world. Saxo Bank is a truly international company with HQ in Copenhagen, local offices in financial centers across the globe and employees of over 60 nationalities. The corporate language is English. Saxo Bank differentiates itself from competitors with an award-winning trading platform, broad access to financial products, a world class service, and a customer-centric business model. Saxo Bank was founded 28 years ago with the vision to disrupt the financial sector by democratizing trading and investing through professional digital tools.

When you work at Saxo, you become a Saxonian and part of a purpose-driven organisation, where good ideas are always taken seriously, and where you can make a true impact. We are invested in your development, and you can expect a robust career from day one when you join Saxo – no matter which role you take on.

You will join 2,500 other ambitious colleagues across 15 countries and become part of an international organisation. Working in Saxo, you will get to meet colleagues from many different cultures and backgrounds, and you should know that we value diversity and inclusion and see it as a genuine source of strength to drive growth, foster innovation and position us for long-term success.

We encourage an open feedback culture and supportive team environments enabling employees to grow and fulfil their career aspirations.

When you bring passion, curiosity, drive and team spirit, your learning journey will be dynamic and your career opportunities in Saxo will be immense.

At Saxo we don't just offer a job – we offer an opportunity to invest in your future!

**Responsibilities include but not limited to:**

- Perform client onboarding and renewal processes related to KYC documentation. The main client segment is private and corporate.
- Identify, manage, and escalate blockages that prevent the KYCs from moving to approval stage.
- Support Sales with the assessment of risk issues identified during the due diligence process (related to adverse media, sanctions, PEPs, etc).
- Identify, request, and follow up on documentation required from the client. Ensuring the "Once to Client" rule is adhered to as much as practical.
- Review documentation "correctness" (i.e., that the document is "true" and conforming to relevant standards).
- Scan, upload and tag the KYC documentation per global documentation standards.
- Communicate with Global and APAC Network Locations on queries related to KYC .
- Track turn-around-time on client onboarding process, identify, manage blockages, and timely escalation.
- Source and arrange to validate client tax documents when required (FATCA / CRS).
- Submit KYC cases to Makers. Take the lead on the Maker and Checker process to ensure completion and SLA are met.

---

## Required Skills

### Requirements

- Business English Skill.
- Ability to communicate smoothly with international and domestic internal customers.
- Operations & Sales - Clarification, status updates, escalation. Inform when KYC for new client approved for account to be opened, credit lines established, etc.
- Makers & Checker Team - Clarification on issues or required documents.
- Financial Crime Compliance (AML & Sanctions) - To obtain clarification/approval when required.
- Clients - To obtain KYC documentation and clarification when needed.
- Certificate of Internal Controls Manager (内部管理責任者)

### We offer

- The chance to join a truly growth-embracing culture, which will commit to helping you grow personally and professionally
- An opportunity to work as part of a dynamic, very ambitious and, at the same time, informal and pleasant working environment

---

## Company Description