

Michael Page

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AML/KYC Staff

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Job Information

Recruiter
[Michael Page](#)
Job ID

1526693

Industry

Bank, Trust Bank

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Refreshed

March 14th, 2025 17:59

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Will join the European financial institution as an expert with seasoned knowledge and experience in AML, KYC, and client onboarding. This 1 year position (with possible extension) will focus on reviewing existing client account documentation, ensuring compliance with AML/KYC regulations, and verifying data integrity within the system.

Client Details

European financial institution that provides asset management and private banking services.

資産管理やプライベートバンキングサービスを提供する欧州系の金融機関です。

Description

- Review existing client account opening documents for AML/KYC compliance
- Verify system-recorded data against original documentation and check storage status of documents
- Identify missing or additional required documents and communicate with sales teams
- Support overall client onboarding and lifecycle management process
- Maintain and enhance onboarding procedures and manuals

- Generate report and manage sensitive client information
- AML/KYCコンプライアンスに基づいて既存の顧客口座開設情報を確認
- システムに記録されたデータと原本の書類を照合し、書類の保管状況を確認
- 不足している書類や追加に必要な書類を特定し、営業チームと連携
- 顧客のオンボーディングおよびライフサイクル管理プロセス全体をサポート
- オンボーディング手順書やマニュアルの維持および改善
- レポート作成および機密顧客情報の管理

Job Offer

- Social Insurance
- Long-term (1 year, extension possible based on project needs)
- 社会保険
- 長期 (1年、プロジェクトの状況により延長の可能性あり)

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

Required Skills

- Seasoned experience in client onboarding or middle/back-office operations in banking, securities, or asset management
- Fluent Japanese and Business English
- Strong knowledge of AML, KYC, and regulatory requirements
- Proficiency in MS Office
- (Preferred) Expertise in AML, FATCA, CRS, and Japan's Act on Prevention of Transfer of Criminal Proceeds
- 銀行、証券、または資産運用における顧客オンボーディングまたはミドル/バックオフィス業務の豊富な経験
- 流暢な日本語およびビジネスレベル英語
- AML、KYC、規制要件に関する強い知識
- MSオフィスを熟知している
- (望ましい) AML、FATCA、CRS、および日本の犯罪収益移転防止法に関する専門知識

Company Description

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