Data Integrity Analyst

Northwich, England

Barclays

Barclays is an international financial services provider engaged in personal banking, credit cards, corporate and investment banking and wealth management with an extensive presence in Europe, the Americas, Africa and Asia. Barclays’ purpose is to help people achieve their ambitions – in the right way.

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Main Function of the Job

You will be part of the Gadbrook Park operations team, providing KYC, money laundering and safe custody support to Wealth UK Trusts team.

The main function is to ensure new clients are on-boarded and maintained according to standard business procedures including appropriate due diligence and ensuring all KYC, Money Laundering and data protection requirements are complied with. The role requires the successful candidate to be able to work to stretching service levels to ensure clients are on-boarded seamlessly and efficiently.

There is a requirement to be cross trained and redeploy within the wider Gadbrook Park Operations teams as business requirements and peaks and troughs dictate.

Main duties and responsibilities

- The job holder will play a key part in ensuring new clients are on-boarded and maintained according to regulatory and business procedures including appropriate due diligence and ensuring all KYC, Money Laundering and data protection requirements are complied with. The role requires the successful candidate to be able to work to stretching service levels to ensure clients are on-boarded seamlessly and efficiently.
- The individual will be responsible for developing the existing relationships in with the Trust client relationship team with the aim of improving quantity of documentation and requests received to ensure the highest levels of client satisfaction.
- Provide client due diligence and operational support to the UK Trusts business including regulatory client reporting, maintaining and improving high levels of customer satisfaction, recording and updating relevant and accurate detail.
- Acting as a critical distribution team for the UK Trusts business and partners in respect of Financial Crime Screening, coordinating responses and escalating as appropriate. Ensure all systems are updated within critical timescales and in line with documented procedures – ensure that all actions are clearly documented on the referral to provide a robust audit trail.
- Work closely with the rest of the team providing mutual support by training, coaching and sharing knowledge of best practice. Be an active team member; take on additional
responsibilities within the team as and when necessary to support delivery of excellent customer service. Maintain awareness of SLA’s and continually adhere to current practices and procedures. Take responsibility for keeping self up to date with relevant industry compliance rigor issues affecting role.

**Person Specifications**

- The successful candidate will have ideally have industry knowledge gained within a financial services company.
- Excellent communication skills both verbal and written with strong stakeholder management
- Excellent attention to detail and able to work under pressure to meet tight deadlines
- Strong organisation and prioritisation skills

https://www.statsjobs.com/job/data-integrity-analyst/