

Job Description

Title: Client Onboarding Executive

Location: Dublin, Ireland

Reporting to: Head of Client Services

Contract Type: Fixed Term Contract for Maternity Leave

Cantor Fitzgerald Ireland Limited

Cantor Fitzgerald Ireland Limited is part of leading global financial services firm Cantor Fitzgerald. Cantor Fitzgerald has offices and trading desks in all major financial service centres throughout the world. We specialise in equities, Investment Banking, Real Estate, Fixed Income and Currencies. Cantor Fitzgerald's affiliate businesses include: BGC Partners, Inc. (BGC), Newmark Knight Frank (KNF), and GFI Group (GFI). Cantor Fitzgerald Ireland provides a full suite of investment services, primarily wealth management, fund management, debt capital markets and corporate finance. An exciting opportunity has arisen for a Client Onboarding Executive.

Role Summary:

The Client Onboarding Executive will work within the Client Onboarding team and will be the primary liaison for all aspects of the client onboarding journey.

Key Responsibilities:

- Responsible for collecting all CDD requirements, initial screening, and onboarding of all Retail clients.
- Fully responsible for ensuring set up and oversight processes are followed and kept updated.
- Responsible for maintaining strict SLA's to Onboard new business cases.
- Point of contact for any queries on client data and reporting requirements for the business, always ensuring up to date knowledge regarding MIFID II requirements, AML regulations, Tax status and options for different client types.
- Fully responsible for complying with CDD policy and ensuring colleagues, broker sales teams and the wider firm are aligned with same.
- Oversight of peer reviews and reporting on key KPIs daily.
- Ensure defined escalation process is adhered to ensuring complex queries for onboarding are resolved.
- Responsible for liaising with the AML and Financial Crime teams in relation to CDD escalations as required.
- Responsible for identifying any technical, productivity and/or quality improvement measures.

Skills & Competencies

- Ability to work under pressure and maintain high standards when dealing with tight deadlines, high volumes and demanding dealing desk and clients.
- Strict attention to detail is essential as all departments will depend on the accuracy of information.

- Strong attention to detail and excellent communication skills, both written and verbal.
- The ability to demonstrate problem solving skills and to manage and resolve issues independently.
- Demonstrate an understanding of operational risk.
- Good time management skills.

Requirements

- Minimum 2 years' experience in a similar role within the Financial Services industry
- Experience and knowledge of AML/Due Diligence requirements including relevant legislation
- Proficient in Microsoft Office especially Excel
- Flexible and open to change