

## Job Description

**Title:** AML Senior Executive  
**Location:** Dublin, Ireland  
**Reporting to:** AML/CFT Operations Manager  
**Contract Type:** Full time & Permanent

### Role Summary:

The employee will work with the Anti-Money Laundering (AML) team within our Client Services Division. The primary responsibility of this role is to ensure the integrity and compliance of AML documentation for Cantor Fitzgerald Ireland's client base. This position involves close collaboration with our second-line Financial Crime team and is ideal for individuals who are passionate about advancing their career within the AML/Counter-Terrorist Financing (CTF) function.

### Responsibilities:

- Oversee the operational implementation of the firm's AML policies across all accounts, including transaction monitoring, Daily PEP, Sanction and Adverse Media Screening documentation review, and due diligence processes.
- Manage the daily pre-notification of AML expiry to clients within scope.
- Conduct thorough reviews and validations of all AML documentation received.
- Remediate client accounts and update systems to reflect current AML status.
- Collaborate closely with the Client Onboarding and Client Services teams, providing guidance on evolving AML requirements.
- Serve as a point of contact and subject matter expert for AML metrics and controls across the firm.
- Respond to client inquiries regarding AML/KYC procedures and due diligence, including those related to correspondence issued by the AML team.
- Ensure that processes and procedures within the Client Services Department are updated in line with ongoing regulatory and policy changes from Compliance and Financial Crime teams.
- Adhere to Key Performance Indicators (KPIs) set by the Onboarding & AML Team Lead, with daily reporting on progress.
- Proactively identify and assist in the implementation of improvements to operational processes within the team.
- Serve as a experienced point of contact for the team, assisting with training, mentoring team members, and offering ongoing guidance and support.
- Assist with daily, weekly, and monthly team reporting including KPIs.
- Undertake additional ad hoc tasks and project work as required.
- Provide support to the AML Manager as required.

**Requirements:**

- Minimum 3 years' experience in a similar role and environment.
- Experience and knowledge of AML/Due Diligence requirements, including relevant legislation.

**The ideal candidate will possess:**

- The ability to perform well under pressure and maintain high standards when managing tight deadlines and high workloads.
- Experience working in large-scale organisations.
- Expertise of PEP/Sanctions screening, Transaction Monitoring, Negative News Screening plus Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD).
- The ability to consistently meet strict service level agreements.
- Strong attention to detail and excellent communication skills, both written and verbal.
- Demonstrated problem-solving skills with the capability to manage and resolve issues independently.
- Effective time management skills.
- Familiarity of industry systems (e.g. Pershing, DCI, Softco, DDIQ) is advantageous, though the ability to quickly learn new systems is essential.
- QFA or similar qualification is desirable.

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