

TYPICAL PROFILE

- Relevant University Degree
- Previous experience KYC/CDD roles
- Strong interest or previous experience in ESG investing or ESG analysis
- Displays professional behaviour, positive attitude and integrity
- Excellent written and verbal communication skills in English and French.
- Ability to manage and prioritise numerous duties and deadlines simultaneously
- Strong attention to detail
- Good organisational, interpersonal and communication skills
- Ability to assess compliance against IFC standards and with laws, regulations and internal standards
- Proficient in MS Office Suite (Word and Excel)

OVERALL JOB OBJECTIVES

- Perform AML risk assessments, CDDs and ESG analyses, from trade inception
- Become the team's expert in KYC requirements and perform enhanced KYC and CDD analysis.
- Train to become an ESG analyst and help meeting ESG-related objectives
- Provide guidance on ESG regulation and standards
- Contribute to the CDD and ESG approval process
- Ensure that CDD and ESG procedures are consistently applied by the Front-Office and Treasury

MAIN TASKS AND RESPONSIBILITIES

a. Customer Due Diligence and ESG On-boarding and Monitoring

- Participate in the on-boarding process (e.g. preparation work, screening, research, etc.)
- Provide support in KYC and ESG data collection
- Perform ESG assessments and manage the internal approval process.
- Prepare AML-CFT risk assessment forms and ensure timely update of AML-CFT risk ratings
- Perform enhanced due diligence analyses for high risk customers
- Review and approve AML-CFT risk assessments and CDD forms for Low and Medium Risk clients

ABOUT CIC

Crédit Industriel et Commercial (CIC) is a major French bank. With presence in the city since 1895, CIC London offers a complete set of funding solutions for businesses in the UK and across Europe including acquisition finance, corporate finance, project finance, private debt solutions (through CLO investments and management) and asset based finance.

ABOUT CRÉDIT MUTUEL

Being the oldest French banking institution dating from 1859, CIC is part of the Crédit Mutuel Group which is one of the 10 largest European banks. With 82,000 employees, 34.8 million customers and a network in 38 countries outside France, Crédit Mutuel has activities in retail banking, insurance, corporate banking, capital markets, private banking and private equity.

As a mutual bank, Crédit Mutuel is owned by its eight million members and customers. It prides itself in taking a long term sustainable strategic view when it comes to its approach to banking. As a result, it is one of the highest rated European Banks (Moody's Aa3, S&P A+, Fitch AA-) and enjoys one of the strongest capital positions (CET1: 18.2%).



- Participate in Q&A with Compliance regarding ESG, KYT, KYC, CDD, etc.
- Perform KYC/CDD and credit support and administration, as a back-up
- Create and maintain client profiles, files and archives, as a back-up
- Prepare other regulatory documentation (e.g. MIFID II, EMIR, FATCA-CRS, GDPR, etc.)
- Set-up the Treasury ongoing monitoring
- Ensure adequate audit trail is maintained, including CRM system inputs

b. ESG Framework, Risk Management and Portfolio Monitoring

- Transpose and enforce Group ESG policies and procedures, and clarify and interpret when required
- Ensure that Front-Office staff are promptly informed of, and apply new/revised operating procedures
- Provide support with internal and external ESG standards, relevant data and KRIs to the Front-Office
- Participate actively in the branch's ESG approval process from the earliest stage of a transaction including ESG analysis for CLO opportunities.
- Design, produce and report ESG KPIs
- Perform ESG-related remediation exercise as and when required

c. Risk and compliance culture

- Adhere to the Group's compliance related policies and procedures such as anti-bribery and corruption, anti-money laundering and combating the financing of terrorism and proliferation (AML-CFT), conduct rules, conflict of interest, data protection, gifts and entertainment, market abuse, personal account dealing, safety and security, tax evasion, whistleblowing, etc.
- Partake in strengthening the branch's risk and compliance culture (i.e. write and implement policies, design trainings, update Questions & Answers, etc.) in collaboration with the Senior Management and business units.

d. Additional requirements

- As part of your ongoing development you may be required to undertake training in order to meet the requirements of your role
- Cooperate with and help colleagues across the group; performing other tasks as may reasonably be required from time to time
- This document is provided for information purposes only. it is not contractual and may be amended to meet the needs of the business. the role holder will be made aware of any changes and normally they will be discussed with the role holder in advance.
- Within reason, you may be required to work outside of any standard contracted hours previously specified to meet the needs of the business.

NEXT STEPS

Please send your CV and cover letter to humanresources@london.cic.fr

Please note that only successful candidates will be contacted for the next stage. **NO AGENCIES**

USEFUL LINKS

CIC London

www.ciclondon.com

Follow us on:



www.linkedin.com/company/cic-london

