

## **Central File analyst**

### **Our client:**

A top international private bank based in Geneva

### **Role & Responsibilities:**

- Perform tasks related to client account modifications and update client related data in a variety of systems.
- Review account modifications documentation, ensure they are correctly filled in and correspond to Global Standards and regulatory requirements.
- Work through lists of changes, performing changes in system with all due care and attention
- Validate inputs performed by colleagues, ensuring the data has been captured correctly.
- Ensure data quality is maintained across systems
- Adhere to bank procedures and follow instructions issued by supervisor.
- Take the ownership and be involved in different projects in the bank.

### **Profile:**

- At least 2 to 5 years experience as client account analyst within compliance department or central file
- Languages: fluent in French (or German if Zurich based) and English
- Good knowledge of IT tools (Excel, Word, Access, Lotus Notes, etc.).

### **Required skills:**

- Good organisational skills
- Attention to detail, disciplined and rigorous
- Discrete, quick and efficient worker
- Operate autonomously

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** Immediately

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
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