Job Title:	Account Opening & AML Administrator
Department:	Account Opening
Location:	Ipswich
Salary	Competitive salary plus a generous benefits package
Contractual Hours	Full-Time Equivalent (37.5 hours per week), with hybrid working options available. . Part-time hours will also be considered, provided these are worked across 5 days per week.
Job Summary	This is a great opportunity to join our Account Opening team and play an important role behind the scenes, making sure new accounts are set up accurately, efficiently and with the right checks in place. You'll work in a back-office role, reviewing account information, completing Anti-Money Laundering (AML) checks and investigating anything that needs a closer look before an account can be opened. Rather than dealing directly with clients, you'll work closely with colleagues across the business, including our Onboarding, Financial Crime and Compliance teams. As you develop, you'll build your knowledge across account opening, AML and Financial Crime, with the opportunity to take on more complex accounts and queries over time.
Key accountabilities	• Process new accounts and service changes, ensuring they are set up correctly and accurately. • Review account opening information and accurately enter details onto internal systems. • Complete AML checks, reviewing documentation and identifying any missing or incorrect information. • Monitor digital onboarding, AML and sanctions checks, escalating any concerns where required. • Work with internal teams to resolve queries and obtain further information where needed. • As your knowledge develops, support more complex accounts and AML cases.

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Competencies/skill set	• Attention to detail – Accurate and thorough when reviewing information, with the ability to spot errors or inconsistencies. • Getting things done – Organised and able to prioritise and manage a busy workload. • Communication – Clear and confident when communicating with colleagues across the business. • Willingness to learn – Keen to build your knowledge and develop within the role. • Team working – Approachable, collaborative and comfortable working as part of a team. • Adaptability – Comfortable learning new systems, processes and ways of working.
Qualifications/experience required	Essential • Previous experience working within an office or administrative environment. • Strong attention to detail and accuracy. • Good IT skills and confidence using different systems. • Good organisational skills and the ability to manage your own workload. • A positive attitude and willingness to learn. Desirable • Previous data-entry, administration or processing experience. • Experience working with a high volume of information or documentation. • Previous exposure to financial services, AML or KYC. Previous financial services or AML experience is not essential, as training and support will be provided.

To apply, please email your CV and cover letter to recruitment@killik.com.

In order for us to have all information to hand prior to submitting your application, please could you indicate the following:

- Your notice period
- If there are multiple location options for the role, please state your preference or if you are happy to be considered for all.
- We appreciate that salary can be a sensitive topic to discuss at this early stage, but to help ensure we're aligned from the outset and respectful of your time, could you please let us know your current salary and salary expectations? This allows us to make sure the opportunities, and salary ranges we can offer are suitable before progressing further.

We are committed to ensuring a fair and inclusive process. If you require any reasonable adjustments under the Equality Act 2010 (for example, accessibility support or alternative formats), please let us

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know in advance so we can make the necessary arrangements. Your personal information will be handled in accordance with the UK GDPR and our privacy policy.

Recruitment Process

At Killik & Co, we are committed to conducting a fair, consistent, and transparent recruitment process. While the structure may vary depending on the position, candidates can typically expect the following stages:

1. **CV Review** – All applications are anonymised, then assessed against the essential and desirable criteria outlined in the role profile.

2. **First Interview** – An initial conversation designed to explore your professional background, core competencies, and motivation for the role.

3. **Second Interview** – A more detailed discussion with the hiring team, which may include technical questioning, competency-based evaluation, or discussion of relevant experience.

4. **Third Interview (where applicable)** – For certain roles, an additional stage may be required, such as a presentation, case study, or meeting with senior stakeholders.

5. **Offer or Decline** – Following completion of all interviews, we will communicate the final outcome. Successful candidates will receive a formal offer subject to any required pre-employment checks.

While we endeavour to respond to all applications, this may not be possible for vacancies with high volumes of applications.

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