



# Central File Specialist

Experience level : **Intermediate**

Entity : **Bank Syz**

Office : **Geneva**

Participate in the compliance process through management of formal verification of documentation, processing of openings, mutations and closures of clients' accounts thus maintaining the integrity and quality of the Bank's clients' data, while contributing to continuous improvement through the use of automation and AI-enabled tools.

## Key responsibilities

- Open clients' accounts
- Manage formal documentation and clients' data (mutations, account closure, estate)
- Identify and apply standard tax requirements (CRS/FATCA/QI)
- Grant online banking access
- Scan and file documents related to account openings and mutations
- Maintain clients, business introducers, third-party managers and insurances files
- Carry out legal searches for the Legal department
- Provide support to Front, Legal and Compliance teams
- Identify pragmatic automation opportunities for Central File processes (including responsible use of AI tools and RPA/straight-through processing) that will contribute to optimizing processes and reduce manual effort
- Apply critical thinking to assess exceptions and risks, challenge incomplete information, and provide added value insights to Front, Legal and Compliance teams

## Your profile

### Professional experience

- At least 5-7 years relevant experience in a Central File or Client Data Management team
- Experience in accounts openings and in analyzing and coding mutations

### Professional competencies:

- Good knowledge of accounts opening documentation (CDB) requirements
- Knowledge of FATCA/QI/CRS tax requirements
- Legal knowledge, particularly in banking, personal, corporate and contract law areas

### Personal competencies:

- Good organizational and planning skills

- Good organizational and planning skills
- Ability to multi-task, with a good level of autonomy and a resourceful and result-oriented approach
- Attention to details, precise and rigorous
- Flexible and hands-on attitude
- Excellence-driven and service orientation
- Good team player
- Ability to work effectively under pressure in a fast-paced environment
- Critical thinker with the ability to challenge, prioritize, and make sound decisions in a controlled-risk environment
- Proactive mindset, think out of the box approach, comfortable with change and continuous improvement; eager to leverage automation/robotisation to streamline day-to-day tasks
- Appetite for AI technologies, with openness and curiosity to test new tools while respecting confidentiality, data protection and compliance constraints

**Language requirements:**

- Excellent command of English and French, both spoken and written
- Another European language an asset

**IT Skills:**

- Very good command of IT tools : MS Office suite, especially Excel
- Knowledge of G2 an asset
- Interest and ability to use AI/automation tools (e.g., workflow automation, RPA, copilots) to improve efficiency and quality
- Ability to formalize processes and business rules (as-is/to-be) to support automation initiatives and robust controls

**Education:**

- Central File degree (e.g. VisionCompliance) or relevant experience
- CFC in Banking or equivalent qualification

**Other:**

- Mandatory Swiss residence