Traditional job descriptions and specifications list the "typical" requirements for the role, including relevant work experience and the proper education.

It's important to note that traditional job descriptions can have limitations. They often prioritize work experience and educational background, which can exclude potential candidates who have acquired the necessary skills through alternative means. This means that you could be missing out on great candidates who don't fit the expected mold.

A skills-based job description, on the other hand, prioritizes skills over educational or work background. This approach helps broaden your talent pool and attract top talent that might otherwise be excluded. The goal of a skills-based job description is to highlight the specific skills and abilities required for the job, rather than focusing on degrees and years of experience.

This is a skills-based job posting example for an Anti Money Laundering/Fraud Compliance Analyst. It puts skills and capabilities front and center and does not include any unnecessary obstacles that could discourage excellent candidates from applying. Moreover, it is presented in an inclusive and welcoming way to all potential candidates. You can use this as a template: Select "File" and "Make a copy" and then edit the document to meet your needs.

SKILLS-BASED JOB POSTING: AML/Fraud Compliance Analyst

Job title: AML/Fraud Compliance Analyst

Company Overview *(Describe what makes your company unique and what it would be like to work for your company)*

AML/Fraud Compliance Analyst job description *(Please describe why the role is being filled and how it fits into the organization and the team.)*

We are looking for an analytical and proactive AML/Fraud Compliance Analyst to bolster our risk management team. In this position, you will play a key part in safeguarding our financial operations against money laundering and fraudulent activities. Your analytical prowess and detail-oriented approach will contribute significantly to identifying and addressing suspicious activities, thereby upholding our compliance with financial regulations and protecting our reputation.

AML/Fraud Compliance Analyst job responsibilities

A brief overview of the key deliverables and day-to-day responsibilities of this role:

- **Monitoring and Analysis:** Diligently review system-generated alerts to detect and assess potential illicit activities requiring reporting under the Bank Secrecy Act (BSA)/AML regulations.
- **Investigative Research**: Conduct thorough research and document findings to substantiate investigative decisions. Your analytical prowess will be key in unraveling complex patterns that could indicate fraudulent activities.
- **Collaboration and Reporting**: Work closely with team members to escalate issues requiring advanced investigation and analysis. Your findings will contribute to our collective effort to mitigate risks.

Required skills

- **Regulatory Knowledge**: Proficient understanding of anti-money laundering rules, regulations, laws, and best practices.
- **KYC Acumen**: Experience with the Know Your Customer (KYC) process, including customer information and identity verification.
- **Analytical Skills**: Attention to detail and investigative skills to identify discrepancies, patterns, and other indicators of fraudulent or irregular activities.
- **Communication**: Effective written and verbal communication skills are essential for liaising with team members and articulating findings clearly and concisely.
- **Technical Proficiency**: Competent with data analysis software and tools, with strong skills in Excel and Outlook.
- **Organizational Skills**: Demonstrated proficiency in planning and coordination, with a capacity to handle multiple tasks simultaneously and meet critical deadlines, even in high-pressure situations.
- **Mathematical Skills**: Solid mathematical skills to support analysis and reporting tasks.

Preferred certifications *(Certifications are highly regarded but not mandatory. Candidates with equivalent experience or a strong willingness to obtain certifications are encouraged to apply.)*

- Certified Anti-Money Laundering Specialist (CAMS)
- Certified Fraud Examiner (CFE)
- Certified Fraud Control Associate (CFCA)