

## ACCOUNT MANAGER EASTERN EUROPE DESK

**We are looking for refined, ambitious and skilled account manager who will help us grow.**

If you're seeking a career that holds vast potential for growth and development, Kaleido invites you to begin on a rewarding journey. Whether you aspire to reach new successes or explore a thrilling new path, Kaleido offers a world of opportunities, unwavering support, and gratifying rewards that will propel you towards a remarkable future.

### ROLE

As an Account Manager at Kaleido Private Bank, you will be responsible for assisting the team with servicing private banking and commercial clients, for a smooth and efficient client onboarding, day-to-day compliance and client administration tasks and regular KYC reviews.

### WHAT THE JOB IS ALL ABOUT

- Client on-boardings:
  - Preparation of account opening / closing documentation for individuals and legal entities in line with regulatory requirements and the bank's policies and internal guidelines
  - Performing due diligence checks including CDB, KYC, AML, Cross-border, sanctions and Tax (FATCA, CRS, etc.)
  - Performing comprehensive background and media checks, assess and document the sources of information credibility
  - Preparation of KYC documentation, performing screening (Lexis Nexis, WorldCheck etc.) and validating a risk score
  - Establish efficient interaction with compliance with regards to the onboarding process and documentation requirements
  - Interact with clients, clients' representatives, external advisers on structures set up via meetings, phone calls and e-mails
- Compliance of an existing accounts:
  - Prepare client data and document related transactions in compliance with bank policies, by evaluating KYC accuracy, completeness and plausibility
  - Accurate and timely monitoring of Risk and Compliance Indicators

- Support the implementation of new regulatory requirements with regards to clients documentation
  - Assist the team in holistic periodic and event-based reviews of High-Risk Clients, including transaction analysis
- Servicing the existing clients
  - Proactively support the team in the management of their client portfolio: client accounts and transactions (cash management, transfers, stock exchange orders and control of executions, fiduciary deposit renewals, etc.). Document and review of all aspects of the client relationship
  - Deal with pending tasks and deadlines, monitor client account balances and account transactions, the maturity list for deposits, loans, trades; taking the necessary action
  - Control and handling of internal processes; legal and compliance aspects, client data, CRM
  - Organise, coordinate and prepare internal and external meetings, conference calls, preparation of meeting- and call- notes. Assist the Relationship Managers in the organization of the client meetings (arrange appointments, prepare required documents, etc.)
  - Deal with the fees and commissions
  - Interact with clients, clients' representatives, external advisers via meetings, phone calls and e-mails
- Deal with incoming and outgoing correspondence

## DO YOU HAVE WHAT IT TAKES

- 3-5 years' experience in a similar position within the Private banking industry
- Experience in Eastern European market, UHNW and High-Risk Clients due diligence, KYC and compliance
- Very good knowledge of CDB, FATCA, CRS, Cross border and suitability
- Good understanding of financial products and markets
- Excellent written skills and ability to prepare clear, concise reports with minimum supervision
- Attention to detail, a keen learner and ability to apply knowledge across diverse client structures
- Ability to define problems, collect data, establish facts and draw valid conclusions: ability to interpret an extensive variety of data and deal with complex situations
- Highly motivated, pro-active attitude and structured thinking, very well organized

# KALEIDO

- Ability to establish credibility and strong partnerships with various teams in the bank, including compliance, operations, asset management and others. Demonstrate commitment, flexibility, adaptability and interpersonal skills
- Excellent IT skills (software tools, MS Office)
- Fluency in English (written and spoken) and German. Russian is an asset
- Domicile in Switzerland

## ABOUT KALEIDO:

As a boutique private bank for forward-looking minds in the heart of Zurich, We are reshaping wealth management. Like a kaleidoscope, we craft a unique image and offer for each client - skillfully combining our banking know-how, technology, and networking expertise. Our hand-picked team of professionals makes private banking exciting and lively every day.

Are you interested in working with us? We would be happy to receive your full application documents to the following email address of Lara Belli:  
[recruiting@kaleidoprivatbank.ch](mailto:recruiting@kaleidoprivatbank.ch)

**If you have any questions, please do not hesitate to contact us.**

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