

# Merchant Underwriter

## Who we are?

iSX Financial EU Plc is an authorised Electronic Money Institution licensed by the Central Bank of Cyprus. The company provides payments, issuance of electronic money, IBAN addressable stored value accounts and KYC identity verification services to eCommerce merchants, regulated sector businesses and consumers.

iSX Financial EU Plc also operates a sophisticated & patented anti-money laundering and anti-fraud system that also provides transactional security to business and retail customers. It is real time and detects the AML issues currently in focus by regulators.

iSX Financial EU Plc is part of the iSX Financial Group of companies. Our inhouse developed platforms allow us to deliver technology and financial services to our customers. The Group employs more than 125 staff located across our offices located in Australia, Cyprus, Lithuania, United Kingdom, Netherlands, USA, Israel, Malta.

## The role:

We are seeking an experienced Client Onboarding KYC Specialist to support the Risk and Underwriting department to assemble all documentation needed to complete application approvals.

The successful candidate will be able to perform duties under general supervision, applying knowledge of credit risk guidelines, within fundamental concepts, practices and procedures and demonstrate a high level of autonomy and independent judgment in making decisions and interacting effectively and positively with all levels of personnel, clients and business partners.

## Responsibilities:

- Compliance with the Company's policies and procedures, including audit requirements, confidentiality, AML/CTF, information security and data privacy of the Company's customers and end users.
- Administration of the initial on-boarding and ongoing operational merchant due diligence and card scheme compliance.
- Maintains and reviews current information on existing accounts.
- Ensuring merchants are on-boarded according to iSignthis policies and procedures.
- Contacting merchants, requesting, gathering and checking completeness of all merchant due diligence data, information and/or documentation required per Company Procedures.
- Verifying the data, documents and information including checks of merchant incorporation status via company house/company registrar, regulators, specialist databases and public access databases.
- Identifying and verifying persons of significant control, including beneficial owners.
- Identifying and verifying that merchants have appropriate licensing to operate in AML/CFT regulated sectors, including checking the status of the license, any geographical limitations set by regulators on operators, fines and/or sanctions imposed.
- Recording merchant status for on-boarding and go live as well as keeping accurate records at termination to ensure records are always up to date.
- Setting up accurate and precise filing systems whether soft / hard copy, according to iSignthis policies and procedures.

- Carrying out merchant on-boarding checks on websites (where appropriate) including ghost shopping and investigation of merchant compliance to card schemes and where relevant, regulators.
- Summarizing status and compiling the above into pre- agreed formats for review by the Chief Risk Officer, the AMLCO and the Chief Operating Officer.
- Updating the above on an annual basis for each merchant.

### Education/Experience:

- Bachelor's Degree in Finance, Law or other related field
- Up to 5 years of experience in underwriting merchant accounts
- Proficiency in English (both written and oral)
- Prior merchant services, client onboarding or underwriting experience
- Solid analytical, negotiation and problem-solving skills
- Time management skills, good communication skills and negotiation ability.
- Ability to communicate effectively with our client and business partners

### The Package:

- Competitive Salary
- Private health insurance plan participation
- Performance Bonus, including mix of cash and share-based scheme of company stock for outstanding performers.

### How to Apply

Apply to [careers@isxfinancial.com](mailto:careers@isxfinancial.com) with a full copy of your CV quoting "Merchant Underwriter". Furthermore, samples of your portfolio will be highly appreciated.

### Right to Work

You must have the right to legally reside and work in the Republic of Cyprus or be an EU citizen. Employment is subject to a National Police check.