



LEGAL ADVISOR

Banque Havilland is an independent and privately owned bank, headquartered in Luxembourg with offices in London, Monaco, Liechtenstein, the Bahamas, Dubai and Switzerland. The bank offers private banking services to High Net Worth Individuals and families across the globe. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for a **Legal Advisor** to join our bank in Luxembourg.

Key responsibilities

- Provide legal advice and recommendations to the business and support units and prepare legal memos to the Group Head of Legal;
- Work with business units on new products and services, and identify and assist in managing and mitigating the associated legal risks;
- Advise, review and draft client account and related documentation (such as, but not limited to, general terms and conditions, special conditions for payment services), which may include documents typical in the investment fund business (e.g., depository agreements, distribution agreements, subscription forms);
- Advise, review and draft contracts and other documents with or in relation to financial counterparties and service providers;
- Liaise efficiently with external counsels on files as required and instructed by the Group Head of Legal;
- Advise and provide updates on any new or change in local laws, regulations and practices;
- Provide legal advice and recommendations in respect to new, or in the process of updating existing, policies and procedures;
- Assist, where applicable, in the monitoring and investigation of customer complaints, claims and litigation files.

Minimum profile requirements

- Degree in Law;
- At least 3 to 5 years of experience in a Legal Department of a credit institution;
- Good knowledge of the laws and regulations relevant for the financial sector, in particular in relation to the banking sector;
- Familiar with banking products and services, with a focus on private banking and advisory;
- Good knowledge and experience in relation to the investment fund business, especially with regard to alternative investment funds;
- Excellent command of written and spoken English and French;
- Good communication, presentation and interpersonal skills;

- Able to analyse a case and to propose recommendations and solutions from a legal perspective in an efficient manner;
- Self-motivated, takes responsibility for tasks whilst being a good team player.

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: careerbh@banquehavilland.com.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23th July 2016, the selected candidate will be requested to provide a criminal record (section 3).