



JUNIOR LEGAL ADVISOR

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. 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 **Junior Legal Advisor** to join our bank in Luxembourg.

In addition to the reviewing and drafting of multiple types of documents under the guidance of the department head, the Junior Legal Advisor cooperates with all members of the department and with other departments, and keeps the department head informed about the tasks in connection with the responsibilities set out below.

Key responsibilities

- Provide, under the guidance and, if applicable, instructions given by the Group Head of Legal, legal advice and recommendations to the management, business and support units;
- Work with business units on new products and services, and identify and report legal risks associated to such new products and services to the Group Head of Legal; assist the Group Head of Legal in managing the associated legal risks;
- Advise on, review and draft, under the guidance and, if applicable, instructions given by the Group Head of Legal:
 - Client account documentation
 - Legal documentation and contracts with financial counterparties and service providers
- Monitor and analyse, where applicable, new laws, regulations and practices (including circulars issued by relevant supervisory authorities) and provide summaries of such analysis to the Group Head of Legal;
- Provide, under the guidance of the Group Head of Legal, legal recommendations and suggestions in drafting new policies and procedures, and updating existing policies of which the Legal Department is the owner;
- Assist relevant departments or teams in the monitoring of or responding to client complaints and in other subjects where legal advice or support is needed or required;
- Assistance in company secretarial duties;
- Any other task as agreed with or assigned by the Group Head of Legal in accordance with the employment contract.

Minimum profile requirements

- Degree in Law;
- Good knowledge of the laws and regulations relevant for the financial sector, in particular in relation to the banking sector;

- Knowledge of banking products and services, with a focus on private banking and asset management;
- Knowledge of the principles of the investment fund business;
- Excellent command of written and spoken English and French;
- Good communication, presentation and interpersonal skills;
- Ability to analyse a case and to propose recommendations and solutions from a legal perspective in an efficient manner;
- Self-motivation, commitment to take 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: **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).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.