

# Compliance Officer

Banque Havilland offers traditional 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.

**The Bank's aim is to enable individuals and families' wealth to safely thrive, to help them fulfil their goals and realise their ambitions for themselves and for the next generations.**

We are currently looking for a **Compliance Officer (permanent contract)** to join our head-office located in Luxembourg.

## Key responsibilities

- Perform identification, review and risk evaluation of the prospects/ clients of the Bank;
- Monitor the activity pursuant to the applicable compliance monitoring program;
- Perform and analyse sanctions screening;
- Draft STR and STOR as deemed appropriate;
- Actively participate in the drafting process of policies and procedures, not limited to just compliance matters and ensure that internal policies and procedures are compliant with the regulations;
- Contribute to the analysis of texts of Laws, Regulations, Circulars and latest regulatory updates addressed to Compliance function, the performance of gap analysis and impact assessment.
- Create a customer focused environment with high standards of quality;
- Communicate effectively and efficiently with the team members and all the required departments within the Group.

## You have

- At least 2 years of experience in Compliance/AML/KYC environment;
- University degree in Finance, Law, Business Administration or related field;
- Excellent knowledge of the regulatory framework, the key actors and the legislation governing the financial sector in Luxembourg;
- Excellent written and verbal communication skills;
- Advanced computer skills (MS office, Excel, Word, Outlook) and screening tools (World-check, EastNets, LexisNexis).

**You are**

- Confident team player with a pronounced sense of flexibility, adaptability, initiative, accuracy and respect;
- Fluent in English, French and/or German would be considered an asset;
- Able to work under pressure while maintaining high accuracy and quality standards, analytical and process thinking skills with approach to working and solving problems;
- Able to work autonomously as well as in a team.

**We offer**

Located in bright and modern offices in Kirchberg-Luxembourg City, Banque Havilland was founded in 2009 and currently employs around 240 employees from all over the world. The Bank has presences in Monaco, Liechtenstein, London, Dubai, and Zurich. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

We believe that diversity & inclusion contribute towards increasing the collective performance of the bank. We are committed to creating a culture of inclusion that encourages individual development with equal opportunities for all.

We value empowerment, fairness, integrity and diligence, and your personal development is our priority.

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 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).