

# Operational Risk 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 an **Operational Risk Officer (permanent contract)** for our **Risk department** located in the head office in Luxembourg.

As an Operational Risk Officer, you will contribute to the identification, management and reporting of the Bank's operational risk. You will participate to the reporting of the operational risk indicators and operational risk events to the Management.

You will report to the Head of the Operational Risk department and work in close collaboration with the other colleagues of the Risk department and with other relevant services of the Bank.

## **Key responsibilities**

- Contribute to the maintenance and the continuous development of the operational risk management framework, including the review and improvement of the operational risk management policy, measurement methodologies, procedures, guidelines and directives, based on best practice, internal audits points and the needs of the business of the Bank;
- As second line of defense, independently monitor, evaluate and challenge the operational risks management performed by the business units (the first lines of defense);
- Contribute to the continuous strengthening of the control framework of the Operational Risk department in particular with the development of end-user-computing solutions with VBA and SQL;
- Perform operational risk controls in accordance with the Bank's Risk Control Plan and more particularly implement and execute the operational risk control plan;
- Coordinate the collection of the operational risk indicators;
- Manage and monitor the operational incidents, challenge the status- and ensure that appropriate follow-up actions are implemented, facilitating the optimization/improvement of business units processes;
- Prepare the operational risk reports to the management and the Risk Committee of the Bank;
- Advise business units on complex operational risk issues, and provide expert input and data when required;
- Contribute to the calculation of capital adequacy requirements and stress test data for operational risk and to the maintenance and development of the related methodology;

- Contribute to the operational risk assessment of transversal projects, new products and services and represent the Operational Risk Unit on matters related to operational risk identification, assessment, monitoring and/or reporting activities as required;
- Promote a culture of operational risk awareness by delivering ongoing operational risk training to staff at all levels and by contributing to the delivery of specific operational risk training sessions.

#### **You have**

- Master degree, preferably in Economics, Banking, Finance, Information Technology, Mathematics and/or Statistics or a relevant field;
- Minimum 2 years' experience in operational risk management or in another control;
- Good understanding of operational risk regulations and best practices such as Basel II/III
- Good command of programming languages, software applications and databases used in operational risk services in banks (e.g. VBA, SQL, Excel);
- Excellent writing and organization skills.

#### **You are**

- Fluent in English and/or French, with a good command of the other;
- Able to anticipate operational risk issues;
- Critical thinker, analytical and problem-solving oriented.

#### **We offer**

Located in bright and modern offices in Kirchberg-Luxembourg City, Banque Havilland was founded in 2009 and currently employs around 200 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).