

# Depository Oversight 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 **Depository Oversight Officer (permanent contract)** to join our head-office located in Luxembourg. Following the sale of Institutional Banking activities to Banco Inversis announced in April 2023, this position is in the branch of activity in scope to be transferred to the new Luxembourg Branch of Inversis, currently in the process of authorization and set-up. The closing of the transaction is expected by the end of 2023.

## Role description

The **Depository Oversight Officer (DOO)** implements the controls imposed on the Depository by the applicable regulations (AIFMD, UCITS, SIF, RAIF, etc.).

Furthermore, he/she assists on any other activity and FLOD controls assigned to the department in the context of the overall Institutional Banking activity.

The Depository Oversight Officer reports to the Head of Depository Oversight.

## Key responsibilities

### Depository Bank:

- Cash flow monitoring
- Subscriptions/redemptions of units oversight
- Valuation of Shares process oversight
- Timely settlement of transactions oversight
- Investment policies and restrictions oversight
- Income distribution oversight
- Conflict of Interest monitoring
- Record keeping of other assets not held in custody
- Ownership verification of other assets
- Contribute to the funds' on boarding process, including Risk Assessment
- Perform due diligence on the funds' service providers as well as the sub-custodians
- Liaise with various departments of the bank and external parties such as the funds' risk manager, central administration etc.
- Keep track of the issue log and ensure proper escalation
- Send Depository Statements, KPIs, monthly list of NAVs and related reports

**Others:**

- Ensuring implementation of and compliance with relevant internal procedures
- Maintain quality of document database and ensure documents are updated as needed
- Control trades input by IBCS the day before
- Calculate quarterly depositary fees
- Ensure set up services (liaising with promoters, Manco, lawyers and notaries) and secretarial services for investment vehicles and related entities, including: preparation and support for annual general meeting, EGM, boards, circular resolutions, drafting of minutes and publications;
- Liaise with Manco and external lawyers with regard to drafting, updating and execution of all the documentation related to the funds including, among others: articles of incorporation, prospectus, KIIDS, related to set-up of investment vehicles and launch of sub-funds;

**You have**

- Preferably Bachelor's degree in Law or Economics;
- Minimum of 4 years' experience in the Luxembourg financial services industry and proved understanding of regulatory requirements applicable to the fund industry;
- Professional behaviour, integrity and sound ethical attitude;
- Good interpersonal and communication skills;

**You are**

- Team player with a proactive approach;
- Able to work independently;
- Discreet and showing great care in handling sensitive situations and confidential information;
- Fluent in English. Knowledge of Italian, French and Spanish are an asset.

**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).