

# 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, 100%) to join Banque Havilland (Liechtenstein) AG, Vaduz, Zweigniederlassung Zürich.

Banque Havilland (Liechtenstein) AG, Vaduz, Zweigniederlassung Zürich originates from the fusion by absorption of Banque Havilland (Suisse) S.A. by Banque Havilland (Liechtenstein) AG in 2022. The primary regulator of the Zurich Branch is the "Swiss Financial Market Supervisory Authority" (FINMA).

## Key responsibilities

- Support the Private Banking and other departments regarding compliance and regulatory matters;
- Account openings, including review and filing of client/account opening documentation/account closing, etc.;
- Monitor and document client activity and ensure that all transactions are compliant with local and international regulations and procedures;
- Monitoring of the Know Your Client documentation electronically and physically including the management of the Central File;
- Make sure external and internal guidelines and laws are respected;
- Support to implement procedures and regulations within the bank according to the law and regulatory needs;
- Support to manage internal guidelines for submission to the Board of Directors;
- Support to report to the Management Board, and upon request to Risk Management and Authorities;
- Lead and/or support of different projects with regards to Risk and Compliance matters;
- Train staff on compliance issues.

## You have

- Prior experience of 4 years of working within a similar function;
- Excellent knowledge in Risk management and Finance;
- Good knowledge of financial instruments;
- Excellent knowledge of the banking environment;
- Good knowledge of current computing tools;
- Fluent in German and English, other language skills are an advantage, especially French.

**You are**

- Able to handle sensitive situations and confidential information;
- Able to work with pressure while maintaining high accuracy and quality standards;
- Ability to work autonomously as well as in a team.

**We offer**

Banque Havilland was founded in 2009 and currently employs around 200 employees from all over the world. The bank is headquartered in Luxembourg and has presences in Monaco, Liechtenstein, 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: **HR@banquehavilland.ch**.

**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 only disclosed to the employees involved in the recruitment process.