

Group Chief 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 an **Group Chief Compliance Officer** for our head office in Luxembourg.

Key responsibilities

- Promote the vision, mission and values of the Bank internally and externally;
- Act as the key contact person of the competent authorities in relation to the fight against money laundering and terrorist financing, and market abuse;
- Anticipate, identify and assess the compliance risks of the Bank and assist the Authorised management in limiting these risks;
- Own and update the Compliance Charter and the Compliance policies in order to take into account the changes in the applicable standards affecting the institution;
- Interact with the other Heads of Control Functions (Risk Management and Internal Audit) as partners to fulfil the obligations as stated in circular CSSF 12/552 and modified;
- Work with the First Line of Defence to promote a compliance culture and awareness at a group level among the staff and appropriate training on compliance and regulatory matters;
- Contribute to the Management Committee meetings providing relevant reporting;
- Provide consolidated written reports and verbal updates to the relevant committees including the ARC and Board of Directors;
- Develop a strong team environment in hiring, training, managing and building the team as appropriate;
- Drive best in class service delivery with respect to key business stakeholders and their subsequent clients' needs;
- Lead by example and set the standards by cultivating an operating environment that reflects the Bank's brand and values;
- Ensure that the standards to which the institution is subject in the exercise of its activities in the various markets are identified and keep records of the main rules (regulatory watch). These records shall be accessible to the relevant owners within the Bank. In this regards, Compliance Function is the direct owner of the areas as described in circular 12/552 as amended;
- Identify potential areas of compliance vulnerability and risks: develop and implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid or deal with similar situations in the future;

- Responsible for monitoring and supervising the development, maintenance and effectiveness of compliance controls and procedures across all components of the Group;
- Ensure the adherence to the compliance monitoring program and the execution of the controls described in the compliance monitoring program;
- Identify and assess the compliance risk before the institution expands into new activities, products or business relationships;
- Responsible for the supervision on the prevention and detection of all activities relating to Anti-Money Laundering and Financial Crime across the business units, including the organisation and performance of mandatory training programs;
- Act as the responsible for the decision of reporting a suspicion and/or the execution of a potential suspicious transaction;
- Perform quality assessment of the periodic client review with a focus on PEP and high-risk clients;
- Ensure the collection and coordinate the follow up of the correspondence with CSSF and the other authorities (e.g. CRF, Tax, etc.);
- Consult with internal or external lawyers as needed to resolve the difficult legal compliance issues in link with the legal department as the main contact point;
- Act as the whistleblowing and anti-fraud main contact person.

You have

- Significant experience in the Banking industry and within Compliance/AML/KYC/Risk environment;
- Advanced University degree;
- Good knowledge of the regulation, the key actors and the legislation governing the financial sector in Luxembourg;
- Professional behaviour, diplomatic skills, and good attention to details;
- Strong relationship management capability, with excellent communication and influencing skills;
- Problem-solving skills and capability of executing multiple tasks.

You are

- Able to handle sensitive situations and confidential information;
- Fluent in English and French, German would be an asset;
- Able to work with pressure while maintaining high accuracy and quality standards, analytical and process thinking skills;
- Ability to work autonomously as well as managing a team.

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, 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).