

## Compliance Assistant

**mebs** provides independent governance solutions to the financial sector including compliance support, focusing primarily on investment funds and investment fund managers, both in the traditional and alternative sectors.

In the context of developing its business, **mebs** is recruiting a Compliance Assistant to assist **mebs'** Compliance Department and its clients.

### Your key responsibilities:

- Assisting the **mebs'** Compliance Officers with their key responsibilities and day-to-day client activities;
- Maintaining and developing policies and procedures;
- Maintaining and developing compliance templates and tools;
- Drafting compliance related reports;
- Performing clients' risk assessments;
- Assisting with due diligence related matters;
- Assisting with AML/CFT screening related matters;
- Assisting with performing the internal controls of clients' CMPs;
- Researching and drafting alerts on new regulatory developments;
- Liaising with internal and/or external parties on compliance related matters;
- Potential to take on RC ("*Responsable du Contrôle*") roles for UCIs at a later stage.

### Your profile:

- You have successfully completed a degree in Business Law, Business Administration, Finance or Economics;
- You are motivated to master the Luxembourg Funds Industry, its legal and regulatory environment, including AML/CFT requirements;
- You are self-motivated, proactive, rigorous, structured and reliable work methodology;
- You have an excellent analytical, critical thinking and problem solving capabilities;
- You have an excellent team spirit, availability and flexibility;
- You are able to translate technical requirements into operational process;
- Fluency in English (German, French or other European languages considered an asset);
- You have good command of the Office package;
- Having at least 1 year experience in compliance and/or AML/CFT matters within the financial sector will be an advantage.

### The opportunity:

- To be part of an international, highly motivated and results driven team;
- To work in a collaborative working environment in a human-sized company;
- To enjoy taking on responsibilities at an early stage;
- To benefit from training opportunities.

### Position and reporting in the organization:

- You will be placed under the direct supervision of Compliance Team Leaders of the Company.

The position is available **immediately**. If you are interested in this position and meet the job requirements, please apply by email to Human Resources Department: [hr@mebs.lu](mailto:hr@mebs.lu)

**Please note that only shortlisted candidates will be contacted by our HR team.**

**mebs** is an equal opportunities employer and is committed to diversity in the workspace.

**mebs** conducts background checks on individuals offered employment with the company and employment with **mebs** is conditional upon individuals successfully completing these checks.

In compliance with the Law of 23 July 2016, the selected candidate will be requested to provide a criminal record.