

## Senior Compliance Officer

**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 the development of its business, **mebs** is recruiting a Senior Compliance Officer to support its clients.

### Your key responsibilities:

- Supporting mebs' clients with their day-to-day activities;
- Collaborating and overseeing the work of mebs' Compliance Assistants;
- 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;
- Participating in projects implementing regulatory developments impacting the investment fund business;
- Liaising with internal and/or external parties on compliance matters;
- Potential to take on Permanent Compliance Function roles for IFMs at a later stage;
- 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;
- At least **between 3 and 5 years** of experience working in Compliance and/or AML/CFT within the financial sector;
- Strong knowledge and experience with the Luxembourg Funds Industry (traditional and alternative funds), its legal and regulatory environment, including AML/CFT requirements;
- You are able to translate technical requirements into operational process;
- Fluency in English (German, French or other European languages considered an asset );
- You are self-motivated, proactive, rigorous, and have a structured and reliable work methodology;
- Having familiarity with name screening tools;
- Proficient user of Microsoft Office applications, in particular Excel;
- You have an excellent analytical, critical thinking and problem solving capabilities;
- You have an excellent team spirit, availability and flexibility.

### 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;
- To benefit from teleworking possibilities.

### 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.