

## Senior Compliance Officer / RC

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

In the context of its development, **mebs** is recruiting a senior professional to assist its clients.

### Your key responsibilities:

- Potential to take on Permanent Compliance Function roles for IFMs;
- Potential to take on RC ("*Responsable du Contrôle*") roles for IFMs and/or UCIs;
- Supporting mebs' clients with their day-to-day compliance subject matters;
- Maintaining and developing policies and procedures;
- Maintaining and developing compliance templates and tools;
- Drafting compliance-related regulatory reports, including RC reports;
- Performing clients' risk assessments;
- Assisting with performing the internal controls of clients' Compliance Monitoring Plans "CMPs";
- Assisting with due diligence related matters;
- Ensuring AML/CFT screening is appropriately performed;
- Collaborating and assisting with other engagements of mebs' Compliance team;
- 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-related matters;

### Your profile:

- You have successfully completed a degree in Business Law, Business Administration, Finance or Economics;
- At least **5 years** of experience working in Compliance within the financial sector;
- Strong knowledge and experience with the Luxembourg Funds Industry (traditional and alternative funds), its **legal and regulatory environment**;
- You are able to translate technical requirements into operational process;
- Fluency in English (German, French or other European languages considered an asset);
- You have an excellent analytical, critical thinking and problem solving capabilities;
- You are self-motivated, curious, proactive, rigorous, and have a structured and reliable work methodology;
- You have an excellent team spirit, availability and flexibility;
- Proficient user of Microsoft Office applications, in particular Excel;
- Having familiarity with name screening tools is considered 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 be able to work at client premises and adapt to various cultures;
- 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 reporting directly to the Compliance Team Leaders of the Company and also directly to clients.

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.