

The Netherlands

# Business Compliance Officer

Due to expansion of our Compliance team, we have an exciting opportunity available at our office in Amsterdam

## Who are we

United is an independent provider of finance and trust services with a truly personal approach. We unite disciplines, connect networks and cross borders to bring our clients the services they need and deserve. United serves a wide range of companies, investment industry professionals and wealthy individuals the world over. Our +170 experts work from nine offices in financial hotspots around the globe.

At United we believe that providing financial and legal services is a people business. A business built on trust. That's why we are so committed to finding and hiring the right people. That's why, when we hire those people, we give them our trust. United offers you the perfect environment to grow personally and professionally.

Our team of some 40 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be part of this team, first-class expertise in the relevant field is a given. Experience is a bonus. A history of community service is an advantage. Integrity and people skills are paramount.

## What does a Business Compliance Officer do?

The Business Compliance Officer is part of our day-to-day administrative and operational compliance team and supports the first line teams in the execution of their compliance-related tasks. He or she works closely with the first line teams, the Compliance Function and the Director Legal and Compliance. The Business Compliance Officer is responsible for implementing and administering certain aspects of UIM's Compliance programme and advises the Director Legal and Compliance on amendments to be made there due to regulatory, legal and other changes.

As our Business Compliance Officer, you contribute to the development and implementation of certain aspects of our company's compliance programme. You will also be part of United's operational compliance team and support the first line teams in the execution of their compliance-related tasks.

Your **main tasks and responsibilities** include:

- Acting as a review, quality assurance and evaluation expert to ensure that compliance topics, issues or concerns within the organisation are being appropriately evaluated, investigated, resolved and properly documented
- Actively supporting the first line employees with their compliance tasks and responsibility in the identification and mitigation of integrity risks and acting as first point of contact for the first line regarding all compliance matters
- Advising and supporting the first line of defence in the identification and mitigation of integrity risks with regard to clients, client activities, transactions and their relations
- Advising and supporting the first line of defence with their periodical review of the client files (the Client Review cycle)
- Helping to ensure the progress and the quality of the periodical review of the client files (the Client Review cycle) by first line of defence and coordinating/consulting on this with the Compliance Officers (second line)
- Helping to ensure the timely performance and quality of client screening (Pascal checks) by the first line of defence
- Helping to ensure the timely performance and quality of transaction monitoring by the first line of defence.
- Helping to ensure all clients have an up-to-date, complete and client specific Transaction Profile
- Maintaining and updating client files in the database
- Creating compliance awareness within the first line and working closely with the second line on the advice regarding different compliance matters
- Coordinating sanctions updates for the first line and assists the Compliance Function in development, initiation, maintenance and revision of work instructions and templates in agreement with Director Legal and Compliance
- Attending, as a member of the United compliance team, the monthly compliance committee meetings with management and Group Compliance Meetings
- Contributing to and supporting the development of a corporate culture where ethical and compliant values-based behaviour is embraced by all employees
- Assisting in the development of tools that improve the internal risk assessment and implementation of a compliance awareness curriculum
- Proactively identifying, monitoring and advising on the compliance risks associated with the risk profile of United
- Building and maintaining close relationships with the relevant internal and external stakeholders

# The Netherlands **Business Compliance Officer**

## **What we are looking for?**

We seek people who are pro-active, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to display capability of developing sound mitigation strategies and finding workable solutions on transaction monitoring, KYC and CDD. Excellent written and verbal communication skills in English and the ability to clearly explain regulatory compliance and compliance risks to subject matter experts, the first line and clients.

If you have a Master's degree in law, business, or economics, solid relevant professional experience and/or certification as Compliance Officer, we invite you to apply for the Business Compliance Officer role. Knowledge of compliance and integrity, trust services, its related business corporate and tax laws, and familiarity with WTT, Wwft, AML-regulations and Sanctions Act are an advantage.

## **What can we offer?**

You'll have the exciting opportunity to work as a Financial Accountant, with the ability to influence the organisation and its daily operations by championing optimisation and automation. You will get the support of a great team who work together on the basis of responsibility and trust. We offer all our staff a competitive remuneration package and unique opportunities to develop personally and professionally.

## **Interested?**

You will have the exciting opportunity to work as a Business Compliance Officer, with the ability to influence the organisation and its daily operations by championing optimisation and automation. You will get the support of a great team who work together on the basis of responsibility and trust. We offer all our employees a competitive remuneration package and unique opportunities to develop personally and professionally.

## **Human Resources**

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