

The Netherlands

Internal Auditor

At our office in Amsterdam, we have an exciting opportunity available (part-time, 24-32 hours a week).

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 an Internal Auditor do?

The Internal Auditor is responsible for promoting a culture of risk awareness and continuous quality improvement within the organisation. As our Internal Auditor, you implement best practices in line with applicable internal audit standards, as well as ensuring complete, accurate and timely reporting to management and/or Risk Committees. Your main tasks and responsibilities include:

Internal audit and control

- Developing, implementing and maintaining internal audit policies and procedures in accordance with local and international best practices
- Compiling and implementing the annual Internal Audit plan
- Managing resources, audit assignments and overall supervision of planned annual audits

Risk analysis and reporting

- Identifying and assessing areas of significant business risk
- Overseeing risk-based audits covering operational and financial processes
- Conducting ad hoc investigations into identified or reported risks
- Identifying and reducing all business and financial risks through effective implementation and monitoring of controls

Who 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. This position would suit someone who is keen to work as part of an international group, who is motivated and driven and enjoys working in a friendly, focused and results-oriented organisation.

To be successful in this position you need to display integrity, good analytical skills and have a good understanding of internal processes and procedures as well as relevant laws and regulations in your field of expertise. You have the ability to speak and write fluently in Dutch and English. You have strong presentation skills and can give engaging and easy-to-understand talks when presenting information to colleagues or external auditors.

You have a Master's degree or PhD, preferably in a financial, economic, legal, or technical discipline. A postgraduate education in Operational or Internal Auditing is required. Good Excel skills and experience with Microsoft FinOps (Microsoft Dynamics framework) are a plus. You have affinity with the financial industry and want to develop your career by challenging yourself and others. Analysing problems and finding practical and creative solutions for these problems is what drives you.

If you are an internal auditor with at least five years' experience in financial, consultancy, trust or legal services, we invite you to apply for the Internal Auditor role.

What can we offer?

You'll have the exciting opportunity to work as an Internal Auditor, with the ability to influence the organisation and its daily operations by championing optimisation and automation. You'll 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?

Join us and be part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

Luxembourg

Team assistant

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

Who are we?

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Our Luxembourg office of some 50 dedicated, experienced and multi-lingual staff is a mid-size professional service provider with a solid client base servicing sizeable assets.

What does a Team Assistant do?

As a Team Assistant, you are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to provide a high and consistent quality of services.

Your main tasks and responsibilities include:

- Supporting the Commercial Team in administrative and secretarial tasks related to the day-to-day management of the client companies
- Assisting the team members in the fulfilment of their tasks
- Performing general administrative support and receptionist functions
- Setting up and organising files and taking care of the formalities for the opening of bank accounts
- Preparing payment instructions for client companies, liaising with the bank for execution of the payment and verification
- Preparing correspondence for client companies by drafting letters
- Answering phone calls e.g. in case of absence of the relevant persons, taking messages and doing the follow-up if required
- Handling all administrative matters for the team members (e.g. checking the availability of company names with the Luxembourg trade and companies register, drafting

Luxembourg trade and companies' register requisitions, filing notices with the RCS, collecting cash)

- Collecting and dispatching incoming mail to the relevant persons and collecting and dispatching outgoing mail (documents, mails, faxes, DHL), based on United policies
- Attending to visitors and dealing with inquiries on the phone and face to face. Supplying information regarding the organisation to clients
- Making photocopies, filing incoming documents
- Managing the conference rooms, guaranteeing their tidiness and the availability of all required office supplies

What we are looking for

We seek a team player who can work independently, is detail oriented, stress resilient and available at short notice. To be successful in this position you need to have at least two years of relevant working experience in a similar role, ideally in the financial sector, and preferably a professional diploma in secretarial studies. If you are proficient with Microsoft Office tools and fluent in English, French or German (a good working knowledge of another language such as Dutch, Italian or Spanish is an asset), we invite you to apply for the Team Assistant role.

What we can offer

You will have the exciting opportunity to work in a stimulating and internationally oriented environment. With 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.

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Human Resources

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Tel. +352 2744 81 | Fax +352 2744 8101 | info@uibt.com | www.uibt.com

The Netherlands

Compliance Manager

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

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Experience is a bonus. A history of community service is an advantage. Integrity and people skills are paramount.

What does a Compliance Manager do?

As our Compliance Manager you are responsible for the development and execution of compliance policies and procedures across the organization, primarily for compliance, but also in other areas such as client privacy, records and contract management.

The Compliance Manager's main tasks and responsibilities include:

Compliance process

- You will act as an independent (2nd line of defense) review and evaluation body to ensure that compliance issues or concerns within the organization are being appropriately evaluated, investigated and resolved and properly documented;
- You develop and oversee the compliance monitoring program to ensure compliance relevant laws and regulations;
- You identify potential risk areas of compliance vulnerabilities, perform a risk assessment to determine the likelihood and impact, recommend mitigating measures and monitor the follow up;
- You support the employees with their first line compliance role in the identification of compliance risks;
- You are expected to conduct a due diligence of prospective and existing clients and advises the management with respect to the acceptance or termination of client relationships;

Ethical and compliant values-based culture

- You will initiate and support the development of a corporate

culture where ethical and compliant values-based behavior is embraced by all employees;

- You are expected to develop tools that improve the internal risk assessment;
- You develop and implement a compliance awareness curriculum;
- You are expected to identify, monitor and recommend on a pro-active basis the compliance risks associated with the risk profile of United;
- You build and maintain close relationships with the relevant internal and external stakeholders.

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 have clear affinity with integrity and soft control and you have good judgment skills. The ability to clearly explain regulatory compliance and compliance risks, develop sound mitigation strategies and find workable solutions. If you have a certified compliance course/degree, and approximately 5 years' experience in a compliance role with a trust office or a financial service institution, preferably with a Dutch Master's degree in Law, and speak and write fluently in Dutch and English, we invite you to apply for the Compliance Manager role.

What can we offer?

You will have the exciting opportunity to work as Compliance Manager, having the ability to influence the organization and its daily operations by championing optimization 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.

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Human Resources

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Legal Manager

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What does a Legal Manager do?

As a Legal Manager, you are part of an assigned client team consisting of a Financial Account Manager, a Legal Manager and a Legal Support Officer who are responsible for ensuring the proper financial and legal status of client files and safeguarding the legal obligations of the client companies.

The main tasks and responsibilities include:

Legal management

- Playing a coordinating role in setting up companies
- Debt management of your own portfolio
- Negotiating rates and price agreements
- Attending board meetings
- Compiling and evaluating legal documents
- Evaluating complex legal documents in close cooperation with external legal advisors
- Visiting and advising clients and their advisors
- Organising events
- Tracking deadlines

Risk & compliance

- Risk management
- Compiling and reviewing compliance files

Building & maintaining relationships

- Building and maintaining your own client portfolio
- Expanding United's client portfolio
- Working closely with partners (law firms, notaries, tax consultants, accountants) and with internal financial account managers

What we are looking for?

We seek people who are assertive and client-focused, with strong communication skills in Dutch and English (both oral and written). To be successful in this position you need to be great at planning and organising. If you have a Master's degree in Law (preferably Company Law), coupled with at least five years' relevant experience at a trust office or law firm, we invite you to apply for the Legal Manager role.

What can we offer?

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The Netherlands

Receptionist

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

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What does a receptionist do?

As a receptionist you're aware of everything that's going in an organisation, from knowing which important meetings will be taking place to coordinating deliveries and organising travel arrangements for clients. You'll also often be the first person that clients see, so you represent the company on a permanent basis. The main tasks and responsibilities include:

- Welcoming clients and visitors, notifying appropriate person of clients' or visitors' arrival, and remaining available for clients/visitors for any follow-up questions during their visit
- Answering phone on first ring whenever possible. Dealing with a variety of general inquiries and where necessary referring callers to the appropriate department or person for further assistance
- Working with office service providers, including building maintenance staff requests and follow-up
- Coordinating and confirming all conference room reservations, reassigning space as needed based on requests and keeping the operations team updated on changes
- Ensuring information is captured in the office shared calendar in a timely, complete and accurate manner

- Placing all catering orders for internal and client meetings as well as internal special events and checking that catering vendors provide service as ordered
- Supporting and catering for office tenants
- Overseeing (external) archive activities
- Arranging airline tickets, hotel reservations and transportation
- Managing inventory of office supplies, maintenance supplies and food and beverages
- Requesting security access for visitors and monitoring temporary access badge usage
- Overseeing and reviewing relevant vendor invoices, both operational and catering
- Maintaining appearance of reception area, kitchen, meeting rooms and offices
- Sorting and distributing mail, arranging for couriers
- Other duties as assigned

What we are looking for?

We are looking for someone who is client-focused and has strong communication skills in Dutch and English (both verbal and written). To be successful in this position you need to have great problem solving skills and a working knowledge of Outlook and Word. If you have a secondary vocational education (MBO) certificate, followed by at least five years' experience in a similar role, we invite you to apply for the receptionist role.

What can we offer?

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The Netherlands

Legal Support Officer

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

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Our team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 Legal Support Officer do?

As a Legal Support Officer, you are part of an assigned client team. Your team, consisting of a Financial Account Manager, Legal Manager and Legal Support Officer, is responsible for ensuring a proper financial and legal status of the client's files and safeguarding the legal obligations of the client's companies. You support the team with legal and administrative work. The main tasks and responsibilities include:

- Preparing proxies
- Taking minutes of board/shareholder meetings
- Processing payment orders
- Correspondence
- Contact with the Chamber of Commerce
- Contact with clients regarding practical matters
- Supporting legal account manager
- Keeping the client files in order

What we are looking for?

We seek people who are assertive and client-focused, with strong communication skills in Dutch and English (both oral and written). To be successful in this position you need to be great at planning and organising. If you have a Bachelor's level knowledge of law, coupled with at least two years' experience in a supporting position at a trust office or law firm, we invite you to apply for the Legal Support Officer role.

What can we offer?

You will have the exciting opportunity to work as Legal Support 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 staff a competitive remuneration package and unique opportunities to develop personally and professionally.

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The Netherlands

Financial Controller

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

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What does a Financial Controller do?

As our Financial Controller, you will report to the Chief Financial Officer (CFO). You are responsible for all financial and accounting activities for the holding and its subsidiaries. The main tasks and responsibilities include:

- Assisting CFO with management of all accounting operations including billing, A/R, A/P
- Coordinating and assisting with the preparation of the budget and financial forecasts and report variances
- Preparing and publishing timely monthly financial statements
- Coordinating and assisting with the preparation of regulatory reporting, including annual and periodic program review audits
- Researching technical accounting issues and reporting to the compliance team and the CFO as needed
- Bookkeeping for one or more group companies
- Supporting month-end and year-end closing process

- Ensuring quality control on financial transactions and financial reporting
- Managing and complying with reporting requirements and tax filings deadlines
- Developing and documenting business processes and accounting policies to maintain and strengthen internal controls
- Additional controller duties as necessary

What we are looking for?

We seek people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need be fluent in both Dutch and English (written and verbal), have a great attention to detail and an analytical mindset. If you have a Bachelor's degree in Finance, Accounting or Controlling, coupled with at least five years' experience in a similar role, we invite you to apply for the Financial Controller role.

What can we offer?

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The Netherlands

Software Quality Assurance (QA) Analyst

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

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What does a Software Quality Assurance (QA) Analyst do?

The Software Quality Assurance (QA) Analyst's main tasks and responsibilities include:

Testing:

- Supporting holistic testing efforts for multiple projects and software releases, including integration, system, regression, performance and user-acceptance testing
- Developing, executing and maintaining test plans, test scenarios, test cases and test scripts
- Documenting and evaluating test results and defects, tracking and managing defects and working with Development team and business to troubleshoot issues
- Providing testing estimates for assigned work
- Establishing and maintaining traceability of requirements through test plans and cases
- Partnering with business analysts and project managers to

ensure requirements are documented, understood, covered by tests and accurately tested

- Tracking and reporting on established QA metrics and KPIs for assigned projects
- Providing input on go/no-go decisions for production releases

QA Practices:

- Supporting Quality Assurance (QA) activities related to complex applications and system implementation projects
- Participating in the execution of QA roadmaps and strategies
- Working with teams to implement and adopt applicable testing practices and expectations
- Assisting Business and Development teams by communicating applicable testing practices and expectations.
- Collaborating with team to develop, implement and improve innovative QA capabilities, approaches and services

Test Automation:

- Assisting in building and maintaining a stable and reliable automation infrastructure by providing functional and complete manual tests to be included in automated testing and in identifying candidates for automation tests
- Creating (on request) basic script automation through point-and-click script recording and execution

What we are looking for

We seek people who are proactive, hands-on, flexible and eager to work in a client-focused environment. For this position we expect you to have:

- A Bachelor's degree in computer science or related technical discipline
- 4+ years' QA experience in an IT environment
- 4+ years' experience with formal test tools and common software quality test tools
- Experience with SDLC (software development life cycle)
- Experience in Agile/Scrum and waterfall methodologies
- Understanding of QA processes, practices and systems
- Experience executing and coordinating integration, system, regression and user-acceptance testing
- Demonstrated ability to work on concurrent projects,

The Netherlands

Software Quality Assurance (QA) Analyst

activities and tasks under time constraints

- Demonstrated ability to work in team-based environments
- Knowledge of Financial services industry

Any of the following is a plus:

- Experience with Visual Studio Team Foundation Server (TFS)/ Visual Studio Test Professional and Microsoft Test Manager
- Development background
- Experience using TestComplete or Protractor Automated Regression Tools
- Experience performing API testing
- Experience using Jira and Confluence Team Collaboration software

What can we offer

You will have the exciting opportunity to work internationally as our Software Quality Assurance (QA) Analyst. With 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

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Mark Lamers

mark.lamers@uibt.com

The Netherlands

Business Development Manager

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What does a Business Development Manager do

We depend on our Business Development Manager to generate a sustainable flow of new revenue for our office and improve our market penetration. You will operate internationally through existing personal contacts and by establishing new relationships with external professional intermediaries. Furthermore you will assist with the management and administration of the new business you have brought to the company.

The Business Development Manager's main tasks and responsibilities include:

Identifying and pitching to new leads

- Researching organisations to identify new leads and potential new markets
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Planning and overseeing new marketing initiatives
- Attending conferences, meetings, and industry events

- Developing quotes and proposals
- Negotiating and renegotiating by phone, email, and in person

Onboarding of new clients

- Conducting a first-line due diligence.
- Collecting required CDD information

Maintaining relationships

- Keeping in touch with existing contacts.

What we are looking for

We are looking for a self-starter with a commercial mindset who thrives on working independently and does not mind travelling abroad on a regular basis. Besides a relevant professional education background, we expect you to have a proven track record in generating new business. To be successful in our supremely client-oriented organisation, you need excellent personal and communication skills. Command of Dutch and English is essential, and command of other languages is definitely a plus. As is previous experience in the fiduciary industry, with a solid understanding of international corporate and financial services and current industry trends, including the applicable risk and compliance aspects.

What can we offer

You will have the exciting opportunity to work internationally as our Business Development Manager. With 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.

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United Kingdom

Business Development Manager

Are you a commercially minded self-starter looking for a challenging job in an international environment? Are you a persuasive communicator who can reach out to our existing and potential clients? Our London team needs you!

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Our UK team of 11 dedicated, experienced and multi-lingual staff operates directly from the heart of London. United's London office is one of our key units with a truly international reach in terms of client origin. To be a 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 Business Development Managers do

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You will have the exciting opportunity to work internationally as our Business Development Manager. With 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Our Managing Director Alex Smotlak is the person to contact if you want more information. You can also go right ahead and send her your motivational letter or CV. We guarantee a prompt reply to serious applications.

Alex Smotlak

Tel. +44 (0)20 7535 1070 | alex.smotlak@uibt.com

The Netherlands

Legal Support Officer

Are you flexible, organised multitasker? Do you enjoy regular contact with clients? You could be an asset to our Amsterdam team.

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. Our 150 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 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 our Legal Support Officer do

The Legal Support Officer is responsible for providing legal and administrative support. You are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to maintain their client portfolio in good standing providing a high and consistent quality of services. The main tasks and responsibilities of the Legal Support Officer include:

- Preparation of proxies
- Taking minutes of board / shareholders meetings
- Processing of payment orders
- Compliance related activities
- Correspondence
- Contact with the Chamber of Commerce
- Contact with clients regarding practical matters
- Supporting legal account manager
- Keeping the client files in order

What we are looking for

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment. To be successful in this position you need to be a team player with excellent communicative skills, as well as organized and assertive. If you have a Bachelor's degree in Legal followed by at least one year of relevant work experience at a trust or law firm, you can apply for a Legal Support Officer role.

What we can offer

You will have the exciting opportunity to work as Legal Support Officer. With 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

The Netherlands

Senior Financial Account Manager

Are you a flexible, hands-on financial professional with excellent communicative skills? Do you enjoy working directly with clients and our legal managers? Our Amsterdam team is looking for you.

Who are we

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What our Financial Account Managers do

As a Financial Account manager, you are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to maintain their client portfolio in good standing providing a high and consistent quality of services. The Financial Account Manager manages the accounting activities for a portfolio of international clients working closely with legal managers, and reports directly to the Senior Financial Account Manager. Your main tasks and responsibilities include:

- Daily client accounting
- Expanding client portfolio
- Interim and regulatory reporting
- Annual accounts (Dutch GAAP/IFRS)
- Audit assistance
- Compliance related activities

- Periodic tax returns (VAT, CIT, Wage tax)
- Debtor collections
- Working closely with clients and external advisors

What we are looking for

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment. To be successful in this position you need to be a team player with excellent communicative skills, as well as diligent and meticulous. If you have a Bachelor or Master's degree in Business Administration or Accounting followed by a few years of relevant work experience in which you have gained comprehensive knowledge of Dutch GAAP and IFRS, you can apply for a Financial Account Manager role.

If you fit the above profile plus a number of years' experience supervising a team, you can apply for a Senior Account Manager role. The added responsibility of the Senior Financial Account Manager role is supervising a team of Financial Account Managers.

What we can offer

You will have the exciting opportunity to work as (Senior) Financial Account Manager. With 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

Curaçao

Paralegal

Do you have an eye for detail as well as for the big picture? Do you like variety and can you handle pressure? Our Curaçao team could use your support.

Who are we

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Our team of some 40 dedicated, experienced and multi-lingual staff is based in Curaçao. To be a 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 paralegals do

The paralegal is responsible for providing legal and administrative support. You are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to maintain their client portfolio in good standing providing a high and consistent quality of services. The main tasks and responsibilities of the paralegal include:

- Preparation of proxies
- Taking minutes of board / shareholders meetings
- Processing of payment orders
- Compliance related activities
- Correspondence
- Contact with the Chamber of Commerce
- Contact with clients regarding practical matters
- Supporting legal account manager
- Keeping the client files in order

What we are looking for

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment. To be successful in this position you need to be a team player with excellent communicative skills, as well as organized and assertive. If you have a Bachelor's degree in Legal followed by at least one year of relevant work experience at a trust or law firm, you can apply for a paralegal role.

What we can offer

You will have the exciting opportunity to work as paralegal. With 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Willeke van Leeuwen is the person to contact if you want more information. You can also go right ahead and send her your motivational letter or CV. We guarantee a prompt reply to serious applications.

Willeke van Leeuwen

Tel: +31 (0)20 575 2730 | willeke.van.leeuwen@uibt.com

The Netherlands

Microsoft Dynamics 365 Finance & Operations (AX) Specialist

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

Who are we

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Our team of dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 an MS Dynamics 365 Finance & Operations (FinOps) Specialist do?

As an MS Dynamics 365 FinOps specialist at United, you will be involved in all phases of the MS Dynamics 365 Finance & Operations (AX) project. It starts with assisting in the definition of the new project scope and objectives, and analysing and designing specific business requirements. Subsequently, you will coordinate, supervise, plan and assist in the implementation of new software.

What we are looking for

We are looking for a colleague who is proactive, hands-on, flexible and eager to work in a client-focused environment. For this position we expect you to have:

- At least a Bachelor's degree in Computer Science, Information systems, Information Technology or related disciplines
- 3-5 years MS Dynamics 365 Finance & Operations (AX) implementation experience

- Proven experience in developing automation solutions using MS Dynamics 365 Finance & Operations (AX)
- Strong problem solving, and analytical skills
- Strong functional & process (Finance) skills
- Ability to translate business requirements in processes, procedures and application configuration.
- Excellent communication skills, including the ability to present technical concepts to a non-technical audience
- Experience working with Agile environment and other methodology
- Good oral and written command of Dutch and English

Any of the following is a plus:

- Experience with Visual Studio Team Foundation Server (TFS)/ Visual Studio Test Professional and Microsoft Test Manager
- Experience with Microsoft Dynamics 365 Sales and Microsoft Sharepoint
- Experience using Jira and Confluence Team Collaboration software

What can we offer

You will have the exciting opportunity to work internationally as our MS Dynamics 365 Finance & Operations Specialist. With 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

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Our COO/CTO Mark Lamers is the person to contact if you want more information. You can also go right ahead and send him your motivational letter or CV. We guarantee a prompt reply to serious applications.

Mark Lamers

mark.lamers@uibt.com

The Netherlands

Microsoft Sharepoint (online) Specialist

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

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What does a Microsoft SharePoint (online) Specialist do?

As Microsoft SharePoint (online) specialist at United you will work in a challenging environment, developing portals, websites and plugins for our clients. You will be involved in the entire process around SharePoint. Thinking out of the box, you will provide mentoring and guidance to local product champions and partner up with business or technical analysts to assist with solution design.

What we are looking for

We are looking for a colleague who is proactive, hands-on, flexible and eager to work in a client-focused environment.

For this position we expect you to have:

- At least a Bachelor's degree in Computer Science, Information systems, Information Technology or related disciplines
- 3-5 years Microsoft SharePoint (online) implementation experience

- Proven experience in developing automation solutions using Microsoft SharePoint (online)
- Strong problem solving and analytical skills
- Deep understanding of technology and architecture concepts
- Hands-on development experience in any of the programming languages (Net/VB/J2EE preferred)
- Excellent communication skills and the ability to present technical concepts to a non-technical audience
- Experience working within Agile environment and other methodology
- Good spoken and written command of Dutch and English

Any of the following is a plus:

- Experience with Visual Studio Team Foundation Server (TFS)/ Visual Studio Test Professional and Microsoft Test Manager
- Experience with Microsoft Dynamics 365 Sales and Microsoft Finance & Operations
- Experience using Jira and Confluence Team Collaboration software

What can we offer

You will have the exciting opportunity to work internationally as our Microsoft SharePoint (online) specialist. With 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

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Our COO/CTO Mark Lamers is the person to contact if you want more information. You can also go right ahead and send him your motivational letter or CV. We guarantee a prompt reply to serious applications.

Mark Lamers

mark.lamers@uibt.com

The Netherlands

Senior Legal Manager

Are you commercial, assertive and result-driven? Do you enjoy working in a team and applying your extensive expertise to build solutions that work for our clients? Our office in Amsterdam is the place for you.

Who are we

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Our team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 Legal Managers do

The Legal Manager is responsible for ensuring a proper legal status of client files and safeguarding the legal obligations of the client companies. You are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to maintain their client portfolio in good standing providing a high and consistent quality of services. The main tasks and responsibilities of the Legal Manager include:

- Building and maintaining your own client portfolio
- Expanding client portfolio
- Working closely with partners (law firms, notaries, tax consultants, accountants) and with internal financial account managers
- Having a coordinating role in setting up companies
- Compilation (and review) of compliance files
- Debt management of your own portfolio
- Negotiation of rates and price agreements
- Risk management
- Attending board meetings
- Compiling and evaluating legal documents

- Evaluating complex legal documents in close cooperation with external legal advisors
- Visiting and advising clients and their advisors
- Organizing events
- Tracking deadlines

What we are looking for

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment. To be successful in this position you need to be a team player with excellent communicative skills, as well as commercial, assertive and results driven. If you have a Master's degree in Legal, Tax or Economics followed by a few years of relevant work experience at a trust or law firm, you can apply for a Legal Manager role. If you fit the above profile plus a number of years' experience supervising a team, you can apply for a Senior Legal Manager role. The added responsibility of the Senior Legal Manager role is supervising a team of Legal Managers as well as acting as director for client entities and as proxyholder for United International Management BV and affiliated entities.

What we can offer

You will have the exciting opportunity to work as (Senior) Legal Manager. With 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

The Netherlands

Experienced HR Support

Due to the expansion of our 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 150 experts work from nine offices in financial hotspots around the globe.

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What does an HR Support do?

As our HR Support you deliver operational support to the HR Officer. In addition you provide HR-related information to the UIM employees. Your tasks include the following:

Recruitment/new hire process

- Posting job postings on the web
- Distributing resumes among the selection panel members
- Scheduling job interviews and corresponding with the candidates
- Collecting employment information
- Preparing new employee files
- Overseeing the onboarding process (setting up a designated log-in, workstation, email address, etc.)
- Organising regular Welcome to United meetings

Record maintenance

- Maintaining current HR files and database
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing offboarding paperwork
- Registering sick leave notifications;
- Updating the Training & Development schedule

What are we looking for?

We are looking for a candidate who

- Has completed secondary vocational education (MBO)
- Has at least a few years' relevant work experience
- Has strong interpersonal skills
- Can prioritise and plan work activities efficiently
- Is organised, accurate, thorough
- Can monitor work for quality
- Is dependable
- Can communicate clearly in Dutch and English, both written and orally

What can we offer?

You will have 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?

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Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

The Netherlands

Senior Compliance Manager

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

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Our Dutch team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 Senior Compliance Manager do?

As our Senior Compliance Manager you are responsible for the development and execution of compliance policies and procedures across the organisation, primarily for compliance, but also in other areas such as client privacy, records and contract management.

The Senior Compliance Manager's main tasks and responsibilities include:

Compliance process

- Acting as an independent (2nd line of defence) review and evaluation expert to ensure that compliance issues or concerns within the organisation are being appropriately evaluated, investigated and resolved and properly documented
- Developing and overseeing the compliance monitoring programme to ensure compliance with relevant laws and regulations
- Identifying potential risk areas and compliance vulnerabilities, performing a risk assessment to determine their likelihood and impact, recommending mitigating measures and monitoring the follow up
- Supporting the employees with their first line compliance role in the identification of compliance risks
- Conducting a due diligence screening of prospective and existing clients and advising the management with respect to the acceptance or termination of client relationships
- Attending, as a member of the United compliance team, the bi-weekly compliance meetings with management, and taking minutes of these meetings

- Acting as our liaison manager for the regulator, other governmental bodies and external auditors.

Ethical and compliant values-based culture

- Initiating and supporting the development of a corporate culture where ethical and compliant values-based behaviour is embraced by all employees
- Developing tools that improve internal risk assessment
- Developing and implementing a compliance awareness curriculum
- Proactively identifying, monitoring and advising on the compliance risks associated with United's risk profile
- Building and maintaining close relationships with the relevant internal and external stakeholders.

What we are looking for?

We seek people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to have good judgment skills and a clear affinity with integrity and soft control. You must be able to speak and write fluently in Dutch and English and clearly explain regulatory compliance and compliance risks. You must be capable of developing sound mitigation strategies and finding workable solutions. If you have completed a certified compliance course and/or earned a compliance-related degree (preferably with a Dutch Master's degree in Law), and have approximately five years' experience in a compliance role with a trust office or a financial service institute, we invite you to apply for the Senior Compliance Manager role.

What can we offer?

You will have the exciting opportunity to work as Senior Compliance Manager, 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

United International Management B.V. Strawinskylaan 411 (WTC, Tower A, 4th Floor), 1077 XX Amsterdam, The Netherlands

Tel. +31 (0)20 575 2727 | Fax +31 (0)20 575 2726 | info@uibt.com | www.uibt.com

The Netherlands

Experienced Financial Accountant

Due to expansion of our Internal Finance 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. Our 150 experts work from nine offices in financial hotspots around the globe.

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Our team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 Financial Accountant do?

As our Financial Accountant you are responsible for the book-keeping & reporting of UIM. The main tasks and responsibilities include:

Bookkeeping

- Processing bank statements and cash transactions
- Performing and documenting reconciliations of bank and cash balances
- Processing invoices and expenditure claims and making payments
- Maintaining the fixed assets register

Reporting

- Processing weekly timesheets and preparing periodic sales invoices
- Proactively monitoring working capital
- Assisting in the month-end closing process

- Assisting in the monthly preparation of management accounts and accompanying analyses
- Assisting in the year-end closing process and subsequent reporting requirements
- Preparing VAT returns and assisting in fulfilment of other tax related requirements

What we are looking for?

We seek people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to have a command of Dutch and English at B2 level, great attention to detail and an analytical mindset. If you have a Bachelor's degree in Finance, Accounting or Controlling, coupled with no less than two years' experience in a financial accounting role, we invite you to apply for the Financial Accountant role.

What can we offer?

You will have the exciting opportunity to work as Financial Accountant having the ability to influence the organization and its daily operations by championing optimization 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.

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Human Resources

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The Netherlands

Compliance Manager

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What does a Compliance Manager do?

As our Compliance Manager you are responsible for the development and execution of compliance policies and procedures across the organisation, primarily for compliance, but also in other areas such as client privacy, records and contract management.

The Senior Compliance Manager's main tasks and responsibilities include:

Compliance process

- Acting as an independent (2nd line of defence) review and evaluation expert to ensure that compliance issues or concerns within the organisation are being appropriately evaluated, investigated and resolved and properly documented
- Developing and overseeing the compliance monitoring programme to ensure compliance with relevant laws and regulations
- Identifying potential risk areas and compliance vulnerabilities, performing a risk assessment to determine their likelihood and impact, recommending mitigating measures and monitoring the follow up
- Supporting the employees with their first line compliance role in the identification of compliance risks
- Conducting a due diligence screening of prospective and existing clients and advising the management with respect to the acceptance or termination of client relationships
- Attending, as a member of the United compliance team, the bi-weekly compliance meetings with management, and taking minutes of these meetings

- Acting as our liaison manager for the regulator, other governmental bodies and external auditors.

Ethical and compliant values-based culture

- Initiating and supporting the development of a corporate culture where ethical and compliant values-based behaviour is embraced by all employees
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- Building and maintaining close relationships with the relevant internal and external stakeholders.

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What can we offer?

You will have the exciting opportunity to work as Compliance Manager, 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?

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Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

(Senior) Legal Manager

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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 a 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 Legal Manager do?

As a (Senior) Legal Manager, you are part of an assigned client team consisting of a Financial Account Manager, a Legal Manager and a Legal Support Officer who are responsible for ensuring the proper financial and legal status of client files and safeguarding the legal obligations of the client companies.

The main tasks and responsibilities include:

(Senior) Legal management

- Playing a coordinating role in setting up companies
- Debt management of your own portfolio
- Negotiating rates and price agreements
- Attending board meetings
- Compiling and evaluating legal documents
- Evaluating complex legal documents in close cooperation with external legal advisors
- Visiting and advising clients and their advisors
- Organising events
- Tracking deadlines

Risk & compliance

- Risk management
- Compiling and reviewing compliance files

Building & maintaining relationships

- Building and maintaining your own client portfolio
- Expanding United's client portfolio
- Working closely with partners (law firms, notaries, tax consultants, accountants) and with internal financial account managers

What we are looking for?

We seek people who are assertive and client-focused, with strong communication skills in Dutch and English (both oral and written). To be successful in this position you need to be great at planning and organising. If you have a Master's degree in Law (preferably Company Law), coupled with at least five years' relevant experience at a trust office or law firm, we invite you to apply for the Legal Manager role.

What can we offer?

You will have the exciting opportunity to work as a (Senior) Legal Manager, 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?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

Data Analyst

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

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What does a Data Analyst do?

The Data Analyst is responsible for managing our (master) data set, analysing data and data trends, turning data into information, for instance by compiling reports, as well as troubleshooting potential data integrity and completeness issues. The main tasks and responsibilities include:

- Managing (master) data, including creation, updates, and deletion
- Processing confidential data and information in accordance with the company's policies and procedures
- Identifying patterns and trends in data sets
- Defining new data collection and analysis processes
- Managing and designing reports, including data source selection, security, and metadata tagging
- Suggest improvements towards data integrity and completeness

- Evaluating changes and updates to source production systems
- Working alongside the business or the management team to establish business needs
- Training end users on (new) reports and dashboards
- Providing technical expertise on data storage structures, data mining, and data cleansing.

What we are looking for?

We are keen to hire people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to have a great attention to detail and an analytical mindset. If you have a Bachelor's degree in Computer Science, Statistics, Mathematics or Economics, coupled with experience in data models and reporting packages, we invite you to apply for the Data Analyst role.

What can we offer?

You will have the exciting opportunity to work as a Data Analyst and 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.

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Human Resources

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Financial Accountant

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

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What does a Financial Accountant do?

As our Financial Accountant you are responsible for our bookkeeping and reporting. The main tasks and responsibilities include:

Bookkeeping

- Processing bank statements and cash transactions
- Performing and documenting reconciliations of bank and cash balances
- Processing invoices and expenditure claims and making payments
- Maintaining the fixed assets register

Reporting

- Processing weekly timesheets and preparing periodic sales invoices
- Proactively monitoring working capital

- Assisting in the month-end closing process
- Assisting in the monthly preparation of management accounts and accompanying analyses
- Assisting in the year-end closing process and subsequent reporting requirements
- Preparing VAT returns and assisting in fulfilment of other tax related requirements

What we are looking for?

We seek people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to have a command of Dutch and English at B2 level, great attention to detail and an analytical mindset. If you have a Bachelor's degree in Finance, Accounting or Controlling, coupled with no less than two years' experience in a financial accounting role, we invite you to apply for the Financial Accountant role.

What can we offer?

You will have the exciting opportunity to work as 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.

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Human Resources

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The Netherlands

Microsoft Dynamics 365 Customer Engagement (CE) specialist

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

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What does a MS Dynamics 365 Customer Engagement (CE) Specialist do?

As our CE specialist, you will participate in all phases of the MS Dynamics 365 Customer Engagement (CE) project. Your job will include assisting in the definition of new project scope and objectives, as well as analysing and designing specific business requirements. You will be expected to coordinate, supervise, plan and assist in the implementation of new software.

What we are looking for

We seek people who are proactive, hands-on, flexible and eager to work in a client-focused environment. For this position we expect you to have:

- At least a Bachelor's degree in computer science, information systems, information technology or related disciplines
- 3-5 years MS Dynamics 365 Customer engagement/CRM experience

- Proven experience in developing automation solutions using MS Dynamics 365 Customer engagement/CRM
- Strong problem solving and analytical skills
- Deep understanding of technology and architecture concepts
- Hands-on development experience in MS Power Automate/MS flow
- Excellent communication skills with the ability to present technical concepts to a non-technical audience
- Excellent documentation skills
- Experience working in an Agile environment and/or with another methodology
- Fluency in Dutch and English, both spoken and written

Any of the following is a plus

- Experience with MS Office 365 SharePoint
- Experience with MS CDS
- Experience using Jira and Confluence Team Collaboration software

What can we offer

You will have the exciting opportunity to work internationally as our MS Dynamics 365 Customer engagement (CE) Specialist. With 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

Join us and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Our COO/CTO Mark Lamers is the person to contact if you want more information. You can also go right ahead and send him your motivational letter or CV. We guarantee a prompt reply to serious applications.

Mark Lamers

mark.lamers@uibt.com

The Netherlands

Group Financial Accountant

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

Who are we

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Our team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a 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 Group Financial Accountant do?

As our Group Financial Accountant you're responsible for bookkeeping, financial reporting and control for the holding company and its subsidiaries. Your main tasks and responsibilities include:

- The international consolidation of 25+ entities ('Group')
- Compliance with IFRS reporting requirements throughout the Group
- Collating and preparing monthly, quarterly, semi-annual and annual figures and reports throughout the Group
- Analysing the Group's periodic actuals, budget and forecasts
- Frequent contact with the regional accounting teams abroad regarding financial performance and subsequent analytics
- Guiding and coaching other finance professionals to deliver uniform and compliant reports and procedures
- Managing the quality of the reporting and coordinating and optimising the financial statements process throughout the Group

- Preparing accounting papers and accounting policies and procedures for the Group

What we are looking for?

United is looking for a professional with extensive experience in accounting and the consolidation process in an international environment. Someone who takes responsibility for the monthly consolidation and for the timely preparation of the quarterly reports and annual accounts. A true fondness for accounting is a must have. Social skills are also key for your frequent international contacts. You feel at home in an innovative and dynamic company. The Group Financial Accountant reports to the Chief Financial Officer. To be successful in this position you need to be fluent in both Dutch and English (written and verbal) and to have a great attention to detail and an analytical mindset. If you have a Bachelor's degree in Finance, Accounting or Controlling, coupled with no less than five years' experience in a financial accounting role, we invite you to apply for the Financial Accountant position.

What can we offer?

You'll have the exciting opportunity to work as our Financial Accountant. Having the ability to influence the organisation and its daily operations by championing optimisation and automation. You'll 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.

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Human Resources

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The Netherlands

SSC Financial Accountant

Due to expansion of our Financial Shared Service Centre, 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 +160 experts work from nine offices in financial hotspots around the globe.

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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 Group Financial Accountant do?

As an SSC Financial Accountant you're responsible for the bookkeeping, financial reporting and control of remote United offices. In this independent role you will work from our Amsterdam office as part of our Financial Shared Service Centre team. You will report to the CFO and the management teams of the office(s). Your main tasks and responsibilities include:

- Collating and preparing periodic reporting (e.g. annual reports, management accounts and further analytical reports)
- Monitoring and processing the office's time writing and billing processes
- Managing net working capital
- Liaising with local offices to ensure documentation and information is provided in accordance with relevant timetables
- Ensuring quality control on financial transactions, financial reporting/performance and subsequent analytics
- Developing and documenting business processes and accounting policies to maintain and strengthen internal control

What we are looking for?

United is looking for a professional with excellent communication skills, strong Excel skills and a minimum of five years' experience in an international environment. Attention to detail is essential as well as an intuitive mind and self-motivation with drive and initiative.

This position would suit someone who is keen to work as part of an international group, who is eager and driven, and who would enjoy working in a friendly, focused and results-driven organisation.

To be successful in this position you need to be native/fluent in English (written and verbal). Strong computer skills are required and experience with Microsoft FinOps (Microsoft Dynamics framework) is a plus.

If you have a Bachelor's degree in Finance, Accounting or Controlling, and five years' experience in a financial accounting role, we invite you to apply for the SSC Financial Accountant position.

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.

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Human Resources

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Luxembourg

Tax Officer

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

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 +160 experts work from nine offices in financial hotspots around the globe.

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Our team of some 80 dedicated, experienced and multi-lingual staff is based in the city of Luxembourg. 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 Tax Manager do?

As a Tax Officer, you take ownership of the tax affairs related to the business of United International Management Luxembourg and its clients. You consistently produce high quality and clear internal letters and reports. You are our office's main contact for tax affairs and are also involved in more complex tax issues. The Tax Officer has to deal with international tax affairs, also taking into account non-tax disciplines in the international environment.

Your main tasks and responsibilities include:

- Advising and assisting internally on tax issues
- Analysing tax issues, identifying corresponding tax risks and mitigating measures
- Communicating the results of the analyses to management and colleagues
- Keeping tax knowledge up-to-date by actively leading discussions on technical issues
- Drafting and updating all tax-related policies and procedures
- Tracking and reporting tax risks at client companies
- Communicating new tax developments (law/jurisprudence) to the commercial teams

- Supporting the commercial teams in preparing and filing of tax returns
- Assisting client companies with completion of their FATCA/CRS requirements
- Taking charge of the company's DAC6 related policies and procedures

What we are looking for

United is looking for a tax law professional with up-to-date knowledge on Luxembourgish and international tax and corporate income tax. The ideal candidate for this role is proactive and driven, combining an analytical mindset with entrepreneurial spirit and strong communication skills. To be successful in this position you need a good command of English (written and verbal).

If you have a university degree in tax law, with five to seven years of relevant work experience, we invite you to apply for the Tax Officer position. Non-academic candidates with more extensive experience are also welcome to apply.

What we can offer

You'll have the exciting opportunity to work as a Tax 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 staff a competitive remuneration package and unique opportunities to develop personally and professionally.

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Human Resources

Tel. +352 2744 81 | jobs@uibt.lu

United International Management S.A. 5, Avenue Gaston Diderich, Luxembourg L-1420, Luxembourg

Tel. +352 2744 81 | Fax +352 2744 8101 | info@uibt.com | www.uibt.com

The Netherlands

Financial Account Manager

Join our Amsterdam team as a Financial Account Manager

Who are we

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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 Financial Account Manager do?

As a Financial Account manager, you are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to maintain their client portfolio in good standing and providing a high and consistent quality of services. The Financial Account Manager manages the accounting activities for a portfolio of international clients, using United's state-of-the-art IT. You report directly to the Senior Financial Account Manager. Your main tasks and responsibilities include:

- Daily client accounting
- Expanding client portfolio
- Interim and regulatory reporting
- Annual accounts (Dutch GAAP/IFRS)
- Audit assistance
- Compliance related activities
- Periodic tax returns (VAT, CIT, wage tax)
- Debt collection
- Working closely with clients and external advisors

In addition to that, like all university graduates working at United, you have the entrepreneurial opportunity to maintain and grow your own client portfolio.

What we are looking for?

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment. To be successful in this position you need to be a team player with excellent communicative skills, as well as diligent and meticulous. Do you have experience preparing consolidated financial statements? If you have a Bachelor or Master's degree in Business Administration or Accounting followed by a few years of relevant work experience in which you have gained comprehensive knowledge of Dutch GAAP and IFRS, you can apply for a Financial Account Manager role.

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Operational Compliance Officer

Due to expansion of our team, to support our clients in meeting stricter AML/CFT requirements recently imposed by the Luxembourg regulator CSSF, we have an exciting opportunity available at our office in Luxembourg.

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What does an Operational Compliance Officer do?

As an Operational Compliance Officer, you assist the Compliance Officer (*responsable du contrôle du respect des obligations – RC*), mandated by entities administered by United for its clients (SICAR, SIF, RAIF or AIFM) to ensure that these entities are and remain in compliance with the latest regulatory requirements as imposed by CSSF. You also keep an eye on whether other (non-regulatory) compliance aspects, such as filing of annual accounts, payment of tax advances, are followed-up on a regular basis. You assist the RC in its reporting to the entity's person responsible for compliance (*responsable du respect des obligations – RR*).

Your main tasks and responsibilities include:

- Preparing (quarterly) reports to RR
- Liaising with United (and other service providers) to gather the defined key performance indicators
- Interacting between the relationship manager and the in-house compliance team to ensure that:
 - All necessary investor data is contained in the database
 - All necessary investment data is contained in the database
- Ensuring for each investment related transaction (i.e. investment, divestment, important change in co-shareholder structure) that the relevant parties have been identified and verified from a compliance perspective

- Following up and reporting on investor and investment file reviews
- Preparing (quarterly) board meeting minutes where the RR reviews, discusses and acknowledges the report received from the RC
- Preparing and following up the implementation of all necessary compliance procedures (incl. definition of the risk based approach) as well as updating and reviewing the compliance procedures on an annual basis
- Conducting initial due-diligence and subsequent due-diligence reviews on all service providers engaged by the entity (such as the initiator, investment advisor, depository bank if applicable, the central administration agent, the transfer agent etc)

What we are looking for

United is looking for a legal professional with up-to-date knowledge on Luxembourgish and international company law. The ideal candidate for this role is proactive and driven, combining an analytical mindset with entrepreneurial spirit and strong communication skills. To be successful in this position you need a good command of English (written and verbal). If you have a legal background and preferably three to five years' experience in a similar role, we invite you to apply for the Operational Compliance Officer position.

What we can offer

You'll have the exciting opportunity to work as an Operational 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 staff a competitive remuneration package and unique opportunities to develop personally and professionally.

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Compliance Officer

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What does a Compliance Officer do?

The 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. The Business Compliance Officer works closely with the first line teams, the Compliance Function and the Director Legal and Compliance. He or she is responsible for implementing and administering certain aspects of our compliance programme and advises the Director Legal and Compliance on amendments to be made there due to regulatory, legal and other changes.

The Medior Compliance Officer is responsible for implementing and administering certain aspects of our compliance programme, keeps track of the compliance planning, and liaises with the Business Compliance Officers (1st line of defence). He or she reports to the Compliance Manager and advises the Director Legal and Compliance on amendments to be made there due to regulatory, legal and other changes.

Focus areas and key responsibilities for this position include:

- Acting as an independent (2nd line of defence) review, check and evaluation expert to ensure that compliance topics, issues or concerns are being appropriately evaluated, investigated, resolved and documented
- Liaising with the compliance team members in order to develop, initiate, maintain and revise procedures, policies, work instructions and templates in agreement with Director Legal and Compliance
- Developing and overseeing certain aspects of the compliance monitoring programme to ensure compliance with relevant laws and regulations
- Helping to set up and maintain the compliance year plan
- Identifying potential integrity risk areas and compliance vulnerabilities, performing an integrity risk assessment to determine their likelihood and impact, recommending mitigating measures and monitoring the follow-up
- Creating compliance awareness of integrity risks with the first line by liaising with Business Compliance Officers and clients on complicated compliance matters
- Conducting a due diligence screening of prospective and existing clients, maintaining client acceptance files (CDD) and advising management with respect to the (re)acceptance or termination of client relationships
- Monitoring the progress of the periodical CRF cycle, quality of screenings (Pascal checks), and quality of transaction monitoring performed by the first line of defence
- Checking client transactions and bank statements (monthly), and checking whether all picked transactions fall in scope of the Transaction Profile
- Maintaining and updating the database on client (acceptance) files

The Netherlands Compliance Officer

- Seeing, jointly with the other compliance team members, to timely filings with FIU and DCB
- Keeping track of the compliance planning
- Preparing and attending, as a member of the United compliance team, the monthly Compliance Committee Meetings with management and taking minutes of these meetings
- Managing and training of junior and new colleagues
- Acting as our liaison manager for the regulator, other governmental bodies and external auditors
- Contributing to and supporting the development of a corporate culture where ethical and compliant values-based behaviour is embraced by all employees
- Contributing to the development of tools that improve internal (integrity) risk assessment and implementing a compliance awareness curriculum
- Proactively identifying, monitoring and advising on the integrity risks associated with United's integrity risk profile and contributing to the SIRA
- Building and maintaining close relationships with the relevant internal and external stakeholders

What we are looking for?

We seek people who are proactive, inquisitive, open-minded, conscientious, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to display good judgment skills and a clear affinity with integrity and soft control, strong communication skills and the ability to clearly explain regulatory compliance and compliance (integrity) risks to subject matter experts, Business Compliance Officers, 1st line of defence employees and clients. Excellent written and verbal communication skills are required in English and strongly preferred in Dutch.

If you have a Master's degree in Dutch law/tax Law/economics/business administration or solid relevant professional experience and/or certification as a Compliance Officer, plus at least three

years' experience in a compliance role at a trust office or a financial service institute, we invite you to apply for the Business Compliance Officer role.

Knowledge of compliance and integrity, trust services, the related business corporate and tax laws, and familiarity with WTT, Wwft, AML-regulations and Sanctions Act are an advantage.

What can we offer?

You will have the exciting opportunity to work as a 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.

Interested?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com

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 and evaluation expert to ensure that compliance issues or concerns within the organisation are being appropriately evaluated, investigated, resolved and properly documented
- Actively supporting the first line employees with their compliance role in the identification of compliance risks and acting as first point of contact for the first line regarding all compliance matters
- Periodically reviewing client entities, performing due diligence screening of prospective and existing clients and the client (re)acceptance files (CDD)
- 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

The Netherlands **Business Compliance Officer**

- Building and maintaining close relationships with the relevant internal and external stakeholders

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 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.

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Human Resources

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Luxembourg

Senior accountant

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

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 +160 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 dedicated, experienced and multi-lingual staff is based in the city of Luxembourg. 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 Senior Accountant do?

As our Senior Accountant you will be responsible for the preparation of the financial records, financial statements, month-end close procedures and associated reporting. You will also work closely with the Head of Finance & Operations on financial topics and strategies.

The main tasks and responsibilities include:

- Maintaining the general ledger and ensuring completeness, accuracy and consistency of financial records
- Assisting in the month-end closing process
- Preparing monthly management accounts and accompanying analyses
- Processing invoices and expenditure claims and making payments
- Preparing and reconciling inter-company accounts
- Ensuring regular reporting requirements are met both accurately and within deadlines
- Assisting in the year-end closing process and subsequent reporting requirements

- Understanding accounting, tax and reporting implications of contracts and other legal documents including board minutes, etc.
- Preparing VAT returns and assisting in fulfilment of other tax related requirements
- Preparing information and promptly answering queries for internal and external stakeholders

What we are looking for?

We seek people who are proactive, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you should have great attention to detail and a strong analytical mindset. You are fluent in English, both written and spoken. An additional language e.g. German would be a strong advantage. You are proficient in MS Office standard applications, while a good knowledge of MS Dynamics 365 is considered an asset. If you have a Bachelor's degree in finance, accounting or controlling, coupled with more than three years' experience in a financial accounting role, we invite you to apply for the Senior Accountant role.

What can we offer?

You will have the exciting opportunity to work as Senior 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.

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Human Resources

Tel. +352 2744 81 | jobs@uibt.lu

The Netherlands

FSSC Financial Accountant

Due to expansion of our Financial Shared Services Centre, 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 160+ 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 multilingual 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 an FSSC Financial Accountant do?

As an FSSC Financial Accountant you'll be responsible for the bookkeeping, financial reporting and control of remote United offices. In this independent role you will work from our Amsterdam office as part of our Financial Shared Services Centre team. You will report to the CFO and the management teams of the offices. Your main tasks and responsibilities include:

- Collating and preparing periodic reporting (e.g. annual reports, management accounts and further analytical reports)
- Monitoring and processing the office's time writing and billing processes
- Managing net working capital
- Liaising with local offices to ensure documentation and information is provided in accordance with relevant timetables
- Ensuring quality control on financial transactions, financial reporting/performance and subsequent analytics
- Developing and documenting business processes and accounting policies to maintain and strengthen internal control

What we are looking for?

United is looking for a professional with excellent communication skills, strong Excel skills and a minimum of three years' experience in an international environment. Attention to detail is essential, as well as an intuitive mind and self-motivation with drive and initiative.

This position will suit you if you're keen to work as part of an international group, eager and driven, and would enjoy working in a friendly, focused and result-driven organisation.

To be successful in this position you need to be native/fluent in English (written and verbal). Strong computer skills are required, and experience with Microsoft FinOps (Microsoft Dynamics framework) is a plus.

If you have a Bachelor's degree in finance, accounting or controlling and five years' experience in a financial accounting role, we invite you to apply for the FSSC Financial Accountant position.

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.

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Human Resources

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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

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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?

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Interested?

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Human Resources

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The Netherlands

Junior/Medior Compliance Officer

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

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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 Junior/Medior Compliance Officer do?

The Junior/Medior Compliance Officer is part of our day-to-day administrative and operational compliance team and supports the Director Legal and Compliance in the execution of her tasks.

The Junior/Medior Compliance Officer is responsible for implementing and administering certain aspects of our compliance programme, keeps track of the compliance planning, liaises with the Business Compliance Officers (first line of defence), reports to the Compliance Manager and advises the Director Legal and Compliance on amendments to be made due to regulatory, legal and other changes.

Key responsibilities:

- Acting as an independent (second line of defence) review, check and evaluation expert to ensure that compliance topics, issues or concerns within the organisation are being appropriately evaluated, investigated and resolved and properly documented
- Monitoring and checking 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 Business Compliance Officers
- Monitoring and checking the timely performance, quality and follow up of screening (Pascal checks) performed by the first line of defence
- Monitoring and checking the timely performance and quality of transaction monitoring performed by the first line of defence.
- Monitoring and (periodically) checking client transactions and bank statements, specifically whether all picked transactions fall in scope of the Transaction Profile
- Jointly with the other compliance team members, developing, initiating, maintaining and revising procedures, policies, work instructions and templates in agreement with Director Legal and Compliance
- Developing and overseeing certain aspects of the compliance monitoring programme to ensure compliance with relevant laws and regulations
- Contributing to the set-up and maintenance of the compliance year plan
- Contributing to the compliance monitoring plan and underlying work programmes
- Executing various compliance monitor programmes and reporting the results to management
- Identifying potential integrity risk areas and compliance vulnerabilities, performing an integrity risk assessment to determine their likelihood and impact, recommending mitigating measures and monitoring the follow-up
- Coaching/supporting the Business Compliance Officers with their first-line compliance role in the teams on the identification and mitigation of integrity risks
- Coaching/supporting the Business Compliance Officers with their first line compliance role in the teams on the monitoring of (large/complex) transactions and identification and mitigation of integrity risks, creating compliance awareness of integrity risks with the first line
- Liaising with Business Compliance Officers and clients on complicated compliance matters

The Netherlands Junior/Medior Compliance Officer

- Conducting due diligence screening of prospective clients, maintaining client acceptance files (CDD) and advising management with respect to the (re)acceptance or termination of client relationships
- Maintaining and updating the database on client (acceptance) files
- Identifying integrity risks and contributing to the SIRA
- Jointly with the other compliance team members, seeing to timely filings with FIU and DCB
- Keeping track of the compliance planning
- Preparing and attending as a member of the United compliance team the monthly Compliance Committee Meetings with management and taking minutes of these meetings
- Attending Group Compliance Meetings
- Managing and training of junior and new colleagues
- Acting as our liaison manager for the regulator, other governmental bodies and external auditors
- Contributing to and supporting the development of a corporate culture where ethical and compliant values-based behaviour is embraced by all employees
- Contributing to the development of tools that improve internal (integrity) risk assessment
- Contributing to the development of and implementing a compliance awareness curriculum
- Proactively identifying, monitoring and advising on the integrity risks associated with United's integrity risk profile
- Building and maintaining close relationships with the relevant internal and external stakeholders

What we are looking for?

We seek people who are proactive, inquisitive, open-minded, conscientious, resilient and flexible, with strength of character and the capacity to challenge and influence. To be successful in this position you need to display good judgment skills and a clear affinity with integrity and soft control, strong communication skills and the ability to clearly explain regulatory compliance and compliance (integrity) risks to subject matter experts, Business Compliance Officers, 1st line of defense employees and clients. Excellent written and verbal communication skills are required in English and strongly preferred in Dutch.

If you have a Master's degree in Dutch law/tax Law/economics/business administration or solid relevant professional experience and/or certification as a Compliance Officer, plus at least 2 years' experience in a compliance role at a trust office or a financial service provider, we invite you to apply for this role.

Knowledge of compliance and integrity, trust services, the related business corporate and tax laws, and familiarity with WTT, Wwft, AML-regulations and Sanctions Act are an advantage.

What can we offer?

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