

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.

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 45 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 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
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- 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.

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

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