

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at www.bcp-bank.com.

To strengthen our **Compliance division**, we are currently looking for a

COMPLIANCE OFFICER

PURPOSE OF THE ROLE

As a Compliance officer, you will be responsible, together with the other members of the team, for ensuring that our bank adheres to regulatory requirements and internal regulations. This role involves identifying and mitigating compliance risks, implementing effective compliance controls, and fostering a culture of ethical behaviour within the organization.

Key responsibilities:

- Review new account applications to ascertain that they meet the bank's internal standards ("Client Due Diligence (CDD)", Anti Money Laundering (AML)), Sanctions, Tax and Swiss regulatory requirements. Provide the necessary support to Front Office in the account opening process.
- Handle the Sanctions (OFAC & EU & SECO), PEP and AML monitoring alerts and timely resolution of CDD / AML issues arising from alerts or change of circumstances, to ensure proper assessment and documentation.
- Regular monitoring and review of the customers' profile and/or account documentation prepared by the CRMs.
- Ensure that Bank's staff members are regularly trained and informed on key regulatory issues and topics in relation to CDD, Sanctions, AML and other relevant compliance matters.
- Performing KYC on Counterparty Banks.
- Maintain appropriate audit trail and documentation in all instances of alert review and/or clarifications, to evidence/support the review.
- Preparing files for MROS reporting or upon authorities requests.
- Participate to the Quality Assurance Program of the Compliance division.
- Perform regular reporting to the Head of Compliance on complex and sensitive cases.
- Collaborate and share best practices with Compliance team.
- Seize opportunities of creating efficiencies and improving processes.

REQUIREMENTS

- University Degree in Law / Business Administration or equivalent.
- Certificate of Advanced Studies (CAS) in Compliance Management, or equivalent.
- **3-5 years proven experience** in a similar compliance role within a Bank, including the handling of account openings, customers' profiles review and formal analysis.
- In-depth knowledge of Swiss regulatory requirements, such as AML, KYC, CDB and other relevant banking regulations.
- Previous experience related to FATCA/QI/AEI, Federal Financial Services Act (FinSA) and Financial Institutions Act (FinIA) a real asset
- Proven experience and knowledge of Commodity Trade Finance.
- Strong analytical, problem-solving and decision-making skills.
- Well organized with a good sense of initiative and proactiveness.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills
- High ethical standards and a commitment to maintaining confidentiality and integrity.
- Fluent in French and English, written and spoken.
- At ease with IT tools (Outlook, MS Office, internet, ...)

OTHER

- Location: Geneva
- Starting date: Immediate
- Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

Kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position. Thank you for your understanding.