

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

To strengthen our **Treasury & Securities back-office team**, we are currently looking for a

Treasury & Securities back-office Officer

PURPOSE OF THE ROLE

- ✓ Handle Treasury & Securities back-office (TBO & SBO) related operations on behalf of clients or for the Bank's own account and ensure timely, precise and efficient execution.
- ✓ Handle repos activity with the SNB or others counterparties.
- ✓ Ensure adequate instructions related to transfers of customers portfolios are sent to or received from counterparties.
- ✓ Perform daily operational controls.
- ✓ Securities Master File: update, opening of securities and control of prices.
- ✓ Execute the reconciliations of depositories for securities.
- ✓ Investigate and resolve all outstanding reconciliation issues for securities and derivatives.
- ✓ Control and validation of tax collection on dividend and/or interest and proceed to modification, if needed.

REQUIREMENTS

- ✓ CFC Banking apprenticeship or equivalent.
- ✓ At least 4-5 years of proven experience in a similar position in a bank.
- ✓ Good knowledge and practical experience of operational activities, services and products in the domain of securities, treasury and money markets.
- ✓ Good understanding of Swiss banking laws and rules.
- ✓ Knowledge of Swiss and international tax systems related to securities and other types of investment (e.g. Swiss withholding tax and stamp duty, LIMF, AEOI).
- ✓ Good command of common banking IT tools and applications, Apsys being an asset.
- ✓ Good communication skills, team player, polyvalent.
- ✓ Accurate, precise, attentive to details, well-organised.
- ✓ Fluent in French and English, both written and spoken.
- ✓ Swiss national or valid swiss working permit

OTHER

- ✓ Location: Geneva
- ✓ Starting date: As soon as possible
- ✓ 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.