

BUSINESS MANAGER – WEALTH MANAGEMENT

📍 Location: Geneva | Start date: Immediate | Activity rate: 100%

About BCP

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 <https://www.bcp.bank/en>

About the role

The Business Manager reports directly to the Head of Wealth Management (WM). This senior level position is responsible for the overall administrative activities of the Wealth Management Department. Tasks may include coordinating and managing ad hoc projects and initiatives, tracking business financials, managing external/internal audits and business continuity activities, addressing regulatory issues and handling other administrative tasks as necessary.

Key responsibilities

- ✓ Lead and coordinate both internal and external audits points to ensure compliance and operational efficiency.
- ✓ Review and analyze regulatory requirements, produce detailed reports, and implement necessary processes or controls to ensure adherence to regulations.
- ✓ Draft, review, and update policies and directives to ensure ongoing regulatory compliance and best practices
- ✓ Lead and deliver key departmental projects to drive growth, improve operations, and align with best practices (e.g., enhancing IT tools, launching new products, optimizing processes)
- ✓ Drive change management and continuously improve operational efficiency
- ✓ Review and improve operational processes within Wealth Management, aiming to streamline front-to-back operations and enhance efficiency, while strengthening the overall platform
- ✓ Prepare and present comprehensive reports to management, auditors, and other relevant stakeholders as required
- ✓ Create proposals and presentations when necessary, ensuring clarity and alignment with departmental objectives
- ✓ Take the minutes during Wealth Management committee meetings and ensure follow-up on action items and decisions made
- ✓ Ensure the Wealth Management intranet website is consistently updated with relevant and accurate information
- ✓ Monitor and track the resolution of deficiencies identified in compliance and risk control reports, ensuring timely remediation.
- ✓ Promote a strong Risk and Controls culture across the department.
- ✓ Ensure adherence to quality standards, and collaboration across departments.

Your profile

- ✓ University degree in Finance, Banking apprenticeship or equivalent.
- ✓ At least 5 years of experience in a similar position within a bank in Switzerland.
- ✓ Very good expertise in the regulatory framework and guidelines (FinSA, LBA, Banking Act, Finma Circular & Guidelines, FATF, FATCA, CRS).
- ✓ Very good understanding of banking operations and WM business processes.
- ✓ Experience with stakeholder management and cross-functional coordination.
- ✓ Excellent communication and writing skills.
- ✓ Polyvalent and resistant to stress.



- ✓ Attention to details, strong organizational skills and service oriented.
- ✓ Strong team spirit.
- ✓ Ability to prioritize and work independently.
- ✓ Fluent written/spoken English and French Good command of Excel and PowerPoint.
- ✓ Resident in Switzerland.

What we offer

- ✿ A dynamic and multicultural work environment.
- ✿ An inclusive culture where empowerment and creativity are encouraged.
- ✿ A competitive compensation package.
- ✿ Work from home (one day per week).

✉ Application process

Please submit your complete application file, including your **cover letter, CV, work certificates, and diplomas**.

📅 Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

🔍 Privacy notice

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