

Central Registry Officer

Location: Geneva
Start date: Immediate
Activity rate: 100%
Reporting line: Head of Central Registry unit

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 branches in Luxembourg and Dubai. More information can be found at <https://www.bcp.bank/en>.

About the role

This role is an opportunity for a junior banking professional to build deep expertise in Central Registry operations while contributing to the evolution of the function. We are looking for someone with solid foundations and a sharp eye for process improvement.

Key responsibilities

- Review, validate and process account opening, amendment and closure documentation for clients and Financial Institutions, ensuring completeness and accuracy of Account Opening Forms.
- Maintain and update the client database throughout the full client lifecycle, from inception to closure.
- Verify client signatures and enforce confidentiality and integrity of client files in line with data protection standards.
- Digitalise and archive client files in compliance with the Swiss Code of Obligations.
- Identify and apply applicable tax regimes; verify consistency of AML, tax and regulatory documentation.
- Liaise with Legal & Compliance on risk-flagged documentation, account searches, and blocking/unblocking requests.
- Manage hold mail processing and oversee e-banking access rights (creation, renewal, termination).
- Contribute actively to the evolution of Central Registry procedures, identifying inefficiencies and proposing improvements.
- Provide guidance to internal stakeholders on database investigations and registry procedures.
- Participate in UAT for system developments and cross-functional projects impacting the Central Registry.

Your profile

- CFC in banking or equivalent.
- 3 - 5 years of experience in a Central Registry, client onboarding or account management role within the banking sector.
- Good understanding of account opening processes for private clients and legal entities.
- Proven experience with Swiss banking regulations and AML frameworks (LBA, CDB, FATCA, CRS); willingness to deepen that knowledge.
- Sense of initiatives and ability to challenge the status quo.
- Meticulous and organised, with the ability to manage multiple priorities without losing accuracy.
- Experience with Apsys and CIM is an advantage.
- Fluent in French and English, written and spoken.
- **Swiss residency mandatory.**



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 résumé via [JobUp](#).

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.

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