



BANQUE DE COMMERCE ET DE PLACEMENTS

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 [www.bcp-bank.com](http://www.bcp-bank.com).

For our **Compliance division**, we are currently looking for a

## **Compliance Officer**

### **PURPOSE OF THE ROLE**

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- ✓ Review new account applications to ascertain that they meet the bank's internal standards ("Client Due Diligence (CDD)", Anti Money Laundering (AML)), Sanctions and Swiss regulatory requirements. Provide the necessary support to Front Office in the account opening process.
- ✓ Regular monitoring and review of the customers' profile and/or account documentation prepared by the Relationship Managers (RMs).
- ✓ Handle the Sanctions, PEP and AML monitoring alerts (related to customers and transactions) and timely resolution of CDD / AML issues arising from alerts or change of circumstances, to ensure proper assessment and documentation is primarily done by Relationship Managers (RMs).
- ✓ Maintain appropriate audit trail and documentation in all instances of alert review and/or clarifications, to evidence / support the review.
- ✓ Participate to the Quality Assurance Program of the Compliance division.
- ✓ Collaborate and share best practices with Compliance team.
- ✓ Seize opportunities of creating efficiencies and improving processes.

### **REQUIREMENTS**

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- ✓ University Degree in Law / Business Administration or equivalent
- ✓ Certificate of Advanced Studies (CAS) in Compliance Management, or equivalent
- ✓ **3 - 5 years of experience** in a similar compliance function in a Bank, including the handling of account openings, customers' profiles review and formal analysis
- ✓ Good knowledge of Swiss Banking environment and of the related rules and regulations
- ✓ Commodity Trade Finance knowledge and/or some experience related to new Financial Services Act (FinSA) and Financial Institutions Act (FinIA) is an asset
- ✓ FATCA/QI/AEI experience would also be an advantage
- ✓ Well organized with a strong sense of initiative and proactive
- ✓ Accurate and details oriented
- ✓ Team player attitude
- ✓ Strong communication skills
- ✓ Excellent level of written and oral communication in English and French
- ✓ At ease with IT tools (Outlook, MS Office, internet, ...)
- ✓ **Resident in Switzerland**

### **OTHER**

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- ✓ Location: Geneva
- ✓ Starting date: To be defined
- ✓ Activity rate: 100%

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

*Please 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.*