



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, Banque de Commerce et de Placements – BCP – specializes in two well-established core business segments - Commodity Trade Finance and Wealth Management - complemented by tailor-made expertise in Treasury & financial products. The Bank enjoys a solid reputation as a top quality service provider in all of these banking fields and offers its commercial, private and institutional clients a full range of services tailored to their needs. BCP is headquartered in Geneva with branches in Luxembourg and Dubai. More information can be found at www.bcp-bank.com.

For our **Luxembourg branch**, we are currently looking for a

FINANCE & OPERATIONS MANAGER

PURPOSE OF THE ROLE:

- Lead the Finance & Operation's division (team of 2 people) in order to meet the Branch's overall financial and operations requirements.
- Manage the general accounting and operating processes, ensure to maintain and develop appropriate statutory and management accounting, reporting and budgeting systems and procedures, in order to meet statutory, regulatory, tax and internal Bank requirements.
- Ensure that banking operations (Money Transfers, Treasury and Securities back-office, reconciliations, etc..) are executed efficiently, safely and in a timely manner.
- Ensure that all local Finance & Operations controls are implemented and followed up in due time.
- Ensure that the reconciliations are made punctually and that any error is properly detected and reported.
- Ensure that the local accounts charts (Lux GAAPs, IFRS) are always up to date and adapted to the evolution of the accounting requirements, in accordance with Luxembourg's laws and regulations.
- Responsible for the Regulatory and Legal financial reporting, statistics, surveys and any other statutory report.
- Respond to requests from the CSSF, BCL, and other regulators.
- Prepare the annual Branch's budget and subsequent revised forecasts whenever required.
- Provide the data required by the external and internal auditors or by the Head Office.

REQUIREMENTS

- University Degree in Economics, Finance, Accounting or equivalent professional qualification
- Proven experience of 10+ years in medium sized Bank in managing a Finance/Operations team with good knowledge about general banking practices
- Demonstrated experience should include finance, accounting, audit, budget, planning, operations with strong knowledge of the regulatory and legal financial reporting practices
- People management aptitudes, to ensure a positive and participative team spirit
- Excellent ability to communicate, written and oral
- Analysis skills and attentive to details
- Diligent, rigorous, ready to anticipate and minimize risks
- Multitasks oriented, problem-solver, ability to set priorities and take initiatives
- Flexibility and adaptability
- At ease with IT tools (Outlook, MS Office,...)
- Fluency in French and English

OTHER

- Location: Luxembourg
- Starting date: As soon as possible
- 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