

## Internal Control Officer

Location : Geneva  
Start date : To be defined  
Activity rate : 100%

### About BCP

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

### About the role

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Reporting to the Division Head, the role of the Internal Control Officer is to perform periodic checks and reviews to ensure that the Bank follows established procedures and that controls are functioning properly.

### Key responsibilities

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- Perform the required and necessary daily internal controls related to the activities of the Bank including those in relation with the Treasury and Wealth Management activity.
- Perform the testing of controls according to the Internal Control Annual Testing Plan.
- Participate in Internal Control specific controls as requested.
- Participate in cross-departmental projects to adapt the Bank's processes and key controls to regulatory changes.
- Implement and update the processes, risks and controls in the internal tool.
- Identify control's deficiencies and suggest recommendations.
- Coordinate the internal and/or external audit activities with the Head of departments.
- Participate in the preparation of formal reports including the follow-up of audit recommendations.
- Coordinate the redaction process of the directives and procedures describing the main processes or key controls.

### Your profile

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- University Degree in Business Administration, Economics or equivalent with a focus on Finance, Audit or Control.
- 2 - 3 years of proven professional experience in a similar position in a Bank or in an audit company.
- Good knowledge of Swiss Banking environment and/or commodity trading environment related rules and regulations.
- Strong accounting knowledge.
- Proven analytical skills and a high level of attention to detail.
- Organized and able to prioritize workload.
- Precise and accurate.
- Very good team spirit and communication skills, both written and verbal.
- Fluent in English and French, English native language would be an asset.
- Very good use of IT tools.



## What we offer

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- 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 via LinkedIn or Jobup, including your **cover letter, resume, work certificates, and diplomas**.

## Response timeframe

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

## Privacy notice

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