

JUNIOR COMPLIANCE OFFICER

📍 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

As a Junior Compliance officer, you will be responsible, together with the other members of the team, for ensuring that the Bank adheres to regulatory requirements and internal regulations. This role involves identifying and mitigating compliance risks, implementing effective compliance controls, and fostering a culture of ethical behaviour within the organization.

Key responsibilities

- Review new account applications to ascertain that they meet the bank's internal standards ("Client Due Diligence (CDD)", Anti Money Laundering (AML)), Sanctions, Tax and Swiss regulatory requirements. Provide the necessary support to Front Office in the account opening process.
- Handle the Sanctions (OFAC & EU & SECO), PEP and AML monitoring alerts and timely resolution of CDD / AML issues arising from alerts or change of circumstances, to ensure proper assessment and documentation.
- Regular monitoring and review of the customers' profile and/or account documentation prepared by the Client Relationship Managers.
- Carry out periodic client reviews (including KYC/KYT assessment), including Financial Institutions.
- Perform ad-hoc reviews on Counterparty Financial Institutions.
- Maintain appropriate audit trail and documentation in all instances of alert review and/or clarifications, to evidence/support the review.
- Assist in the Quality Assurance Program of the Compliance division.
- Carry out ad-hoc reviews and participate in Compliance related projects and initiatives

Your profile

- University Degree in Law / Finance / Business Administration or equivalent.
- **1-3 years proven experience** in a similar compliance role within a Bank
- knowledge of Swiss regulatory requirements, such as AML, KYC, CDB and other relevant banking regulations.
- Eagerness to learn and grow in the field of financial compliance
- Strong analytical, problem-solving and decision-making skills.
- Well organized with a good sense of initiative and proactiveness.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills
- High ethical standards and a commitment to maintaining confidentiality and integrity.
- Fluent in French and English, written and spoken. Other languages are an asset
- At ease with IT tools (Outlook, MS Office, internet, ...)



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 preferably via [Jobup](#) or [LinkedIn](#), 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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