

Legal Advisor

Location : Geneva
Start date : to be defined
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 Dubai DIFC. More information can be found at <https://www.bcp.bank/en>

About the role

The role of the Legal Advisor is to provide ongoing, pro-active, diligent legal assistance and advice to all departments of the Bank while remaining hands-on and pragmatic in the management of legal files. Assist the Head of Legal & Compliance in all legal matters and issues in order to mitigate reputational and legal risks. The role also consists in provide assistance to the Compliance division in any cross and/or complementary activities.

Key responsibilities

- Provide legal advice, assistance and guidance on legal matters/issues and propose the best solutions that benefit the organization and the clients while always respecting the applicable law and regulations, and the Bank's objectives, rules and directives.
- Deal with any national or international civil, criminal or administrative requests/investigations or decisions from criminal/civil authorities/Swiss supervisory authorities, bankruptcy offices etc.
- Draft, review and advise on legal agreements / documentation / securities, in particular for Commodity Trade Finance, Wealth Management and Financial Institutions departments.
- Draft or review the internal rules, directives and forms, upon request, and ensure their conformity with the requirements of the legislation.
- Conduct legal analysis and research on various legal matters.
- Negotiate and finalize legal documentation with clients or their legal representatives in coordination with the front office.
- Deal with clients' succession files.
- Follow-up and keep control about external counsels' interventions for legal advices/matters, banking issues and litigation in cooperation with concerned departments of the Bank.
- Draft minutes and reports on specific legal subjects.
- Stay informed about new and updated Swiss laws and regulations in relation to the activities of the Bank.
- Analyse and report to the Head of Legal & Compliance in a timely manner any new legal requirements or changes to existing Swiss laws and regulations related to own function and ensure their internal implementation.
- Assist Compliance division on different matters.
- Organize on a case-by-case basis, internal training to staff members.
- Act as back-up of the Head of Legal & Compliance for legal matters.



Your profile

- At least 8-10 years of proven professional experience in a similar role in Swiss banking sector
- **Commodities Trade Finance knowledge and experience is a must**
- Broad understanding of regulatory and compliance related topics
- Very good knowledge of Swiss Banking environment and of the related rules and regulations
- Excellent analytical and drafting skills
- Ability to prioritize work and meet deadlines
- Well organized with a strong sense of initiative and decision
- Strong interpersonal and communication skills and team spirit
- Comfortable working on multiple tasks simultaneously
- Strong ethical behaviour
- At ease with IT tools (internet, intranet, Outlook, MS Office...)
- Excellent level of written and oral communication in English and French
- Swiss Residency

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 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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