

COMPLIANCE ASSISTANT
Investment funds and their managers

mebs provides independent governance solutions to the financial sector including compliance support, focusing primarily on investment funds and their managers, both in the traditional and alternative sectors.

In the context of the development of its business, **mebs** is recruiting a Compliance Assistant.

Job description:

As a member of mebs' Compliance team, you will assist us in, *inter alia*:

- Developing and implementing compliance monitoring programmes
- Drafting and reviewing policies, procedures and reports
- Developing, reviewing and updating compliance templates and tools
- Researching and drafting alerts on new regulatory developments
- Participating in projects implementing regulatory developments impacting the investment fund business
- Liaising with internal and/or external parties on compliance matters

Your profile:

- University degree or relevant tertiary qualification
- Keen interest in the investment fund business
- Motivation to master the Luxembourg regulatory environment for the investment fund business as well as anti-money laundering and counter-terrorist financing requirements
- Strong analytical and technical skills
- Ability to translate technical requirements into operational process
- Fluency in **English** (German, French or other European languages considered an asset)
- Organised, flexible, proactive, team player, committed, reliable, able to manage several tasks, and focused on delivering quality
- Proficient user of Microsoft Office applications

The opportunity:

- To be part of an international, highly motivated and results driven team
- To work in a collaborative working environment in an innovative company
- To enjoy unparalleled training opportunities

If you are interested in this position and meet the job requirements, please apply by email to Françoise de Jongh: fdejongh@mebs.lu

mebs is an equal opportunities employer and is committed to diversity in the workspace.

mebs conducts background checks on individuals offered employment with the company and employment with **mebs** is conditional upon individuals successfully completing these checks.