## BSP is looking for a

Compliance Officer Assistant

Ref. **UXWDRJVQ** please mention this reference number when submitting your application.

BSP is a full service leading independent law firm in Luxembourg providing the highest quality legal services to local and international clients. Always striving to better represent and advise its clients, BSP is seeking a **Compliance Officer Assistant**.

**Your Role**

* Assisting the Compliance Officer (CO) in performing KYC reviews and assessing client risk from an AML perspective prior to file opening and conducting ongoing monitoring of clients (including their transactions) and relevant counterparties of the firm;
* Performing and recording the results of research, screening and sanction checks and reporting to the CO;
* Working on the firm’s compliance software and assisting the CO with reviewing clients’ filings and performing KYC periodic reviews;
* Assisting the CO in maintaining and updating the firm’s compliance programmes and procedures as appropriate to ensure compliance with regulatory and legislative responsibilities;
* Assisting the CO in maintaining an effective compliance training programme;
* Providing day to day support to the CO with administrative tasks.

**Your Profile**

* Previous exposure to Compliance and AML frameworks in Luxembourg and/or a relevant work experience in Luxembourg in a similar function;
* Knowledge of the relevant Luxembourg and European legal and regulatory environment;
* You possess strong organizational skills, a keen eye for detail and the ability to work in an independent and structured manner;
* You have a high level of competency in Word, Excel and PowerPoint;
* You are fluent in English and French, both oral and written.

We will offer you career opportunities and the opportunity to work in a dynamic and multicultural environment.

To apply, please send your CV with a cover letter using the form in the page [Careers](https://www.bsp.lu/lu/careers) mentioning the reference number **UXWDRJVQ** when submitting.