

AIFM Compliance Officer/Manager (RC)

About the role:

The AIFM Compliance Officer/Manager (RC) plays a critical role in ensuring that the company meets all legal and regulatory obligations in a dynamic, fast-paced environment. You contribute to maintaining fundcraft's reputation and operational integrity through diligent compliance oversight, policy management, and collaboration across departments. This role is pivotal to supporting fundcraft's commitment to transparency, risk management, and adherence to anti-money laundering (AML) and counter-financing terrorism (CFT) regulations.

This position is based in Luxembourg and reports directly to the C/O Risk Management & Compliance.

Key Responsibilities:

- Review and Update internal manuals of policies and procedures to align with regulatory changes and best practices.
- Collaborate with IT and development teams to enhance fundcraft's digital platform for AML/CFT compliance and reporting.
- Ensure the collection and analysis of necessary Know Your Customer (KYC) information, maintaining accuracy and regulatory adherence.
- Assist in the onboarding process for investors, particularly those investing in private equity and fund of funds strategies, ensuring a seamless and compliant experience.
- Conduct KYC/KYT AML oversight checks on investors and lead the Know Your Advisor (KYA) process.
- Evaluate and document AML risk scoring for clients/funds, analysing collected documents thoroughly to ascertain compliance.
- Support clients and investors by responding to AML/CFT-related inquiries and providing guidance.



- Oversee data maintenance in the proprietary compliance platform, ensuring records are accurate and up-to-date.
- Perform risk assessments on investor classifications to determine appropriate compliance strategies.
- Coordinate with internal teams and third parties to manage ongoing transaction follow-up and compliance-related needs.
- Assist in maintaining and updating mandatory registers in accordance with regulatory requirements.
- Develop and Deliver internal training and awareness sessions, ensuring team-wide knowledge of AML/CFT regulations and compliance expectations.
- Monitor and Update the compliance monitoring plan based on new or evolving regulatory frameworks.
- Identify and Assess regulatory changes affecting the business, ensuring fundcraft adapts promptly and effectively.
- Prepare and Support internal and external compliance reporting, including Regulatory Compliance (RC) reports for AIFM and managed funds.
- Analyse and Escalate case alerts related to suspicious activities, sanctions, or potential compliance breaches.
- Review and Advise on SFDR (Sustainable Finance Disclosure Regulation) and GDPR matters to ensure regulatory alignment.
- Assist in filing mandatory compliance and regulatory reports, as required.

Skills & Behaviours:

- Deep understanding of AML/CFT regulations, GDPR, SFDR, and other relevant compliance frameworks. Ability to interpret regulatory texts and implement their requirements within an AIFM environment.
- **Detail-Oriented:** Attentive to intricate details, especially when reviewing policies, onboarding documents, and monitoring investor risk assessments, to ensure that all processes meet regulatory standards.



- Familiarity with compliance platforms and technology solutions that support AML/CFT efforts. Ability to work closely with IT teams to adapt and optimise fundcraft's proprietary compliance tools.
- Exceptional verbal and written communication skills in French and English to effectively explain complex regulatory requirements to colleagues, clients, and investors; additional knowledge of German or Spanish is an asset.
- Capable of performing thorough analyses and risk assessments, synthesising data to make well-informed compliance decisions, and identifying and mitigating potential risks to the organisation.
- Strong organisational skills to manage and prioritise multiple tasks, deadlines, and projects, ensuring timely completion of compliance activities and adherence to evolving regulatory standards.
- Proven ability to work closely with various internal teams, including IT, investor relations, and legal departments, as well as external stakeholders, to ensure seamless communication and compliance across all interactions.
- Demonstrated initiative in identifying compliance challenges and developing innovative solutions, anticipating potential risks, and implementing proactive measures to maintain regulatory compliance.
- Ability to remain effective in a fast-paced, evolving regulatory landscape, adjusting to new requirements and handling unexpected challenges with composure and adaptability.
- Dedication to staying up-to-date with industry regulations and compliance standards, regularly participating in training, and demonstrating a commitment to continuous learning.
- Displays a high standard of ethics, confidentiality, and integrity in handling sensitive compliance and investor information, embodying fundcraft's values of trust and transparency.
- Contributes positively to fundcraft's team environment, fostering a culture of collaboration, compliance awareness, and enthusiasm, all while maintaining a healthy sense of humour to engage and support colleagues.

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