

Job description

AML/KYC OFFICER ROLE (CDI/FULL TIME)

Who We Are

Circumference FS (Luxembourg) S.A. is a Professional of the Financial Sector ("PSF") supervised by the *Commission de Surveillance du Secteur Financier* ("CSSF"). Part of the Circumference Group, Circumference FS is a leading provider of professional and fiduciary services for major institutional and private clients.

For our Compliance team in our Luxembourg office, Circumference FS (Luxembourg) S.A. is looking for an AML/KYC Officer. The successful candidate will report directly to the Team Leader – Compliance.

Core Responsibilities

- Perform onboarding AML/KYC due diligence checks on clients, investors, UBOs and counterparties, and review and analysis of KYC documents;
- Liaise with clients and external parties in the framework of AML/KYC onboarding;
- Perform daily name batch checks and escalate to the Team Leader – Compliance any findings;
- Carry out periodical and non-periodical AML/KYC due diligence reviews in the framework of on-going client monitoring. Communicate results to Legal teams and management, and follow up with legal teams to obtain missing documents;
- Record and maintain the client database up-to-date in the Compliance software;
- Assist and support the Team Leader/Compliance Officer in the Compliance function of the Company and in dealings with authorities and auditors;
- Support to the employees and on regulatory queries including matters related to AML-CFT;
- Assist in training of staff and communicate updated procedures to staff;
- Regular transaction monitoring review

Your Profile

- Bachelor's or Master's degree with a background in Law, Economics, or Business Administration;
- Minimum of 2-3 years of experience in a PSF (**mandatory**), with specific knowledge of local AML/KYC requirements in Luxembourg and of relevant regulations e.g., AML-CFT, FACTA-CRS;
- Knowledge of the securitisation sector would be an advantage;
- Pro-active with a positive approach and result driven;
- Ability to multitask and respond well to shifting priority of tasks;
- Attention to detail and strong analytical skills;
- Excellent interpersonal skills and ability to collaborate across departments;
- Fluency in English both written and spoken; knowledge of German would be a definite

advantage;

- Good knowledge of Word, Excel, Powerpoint

Remuneration & Benefits

- We offer an attractive remuneration package commensurate with your experience and skills, together with additional fringe benefits;
- Salary paid on 12 months basis;
- Discretionary annual bonus;
- 2 days of homeworking per week (for Luxembourg residents);
- Meal vouchers (face value EUR 15);
- Complementary health insurance;
- Additional educational training is encouraged by the firm

Please send your CV to Mrs. Irina Ferreira, Team Leader – Compliance, at irina.ferreira@circumferencefs.lu.