

## About the Company

Join the exciting journey at fundcraft, where we're revolutionizing the fund industry providing digital-native fund operations. Our mission is clear: be our client's digital native partner, providing simple, transparent and integrated fund operations ensuring alternative investment managers to focus on their core business.

As a fully CSSF-licensed AIFM and central administrator, fundcraft is uniquely positioned to meet the diverse fund operations needs of private equity, venture capital, and funds of funds.

Be part of our dedicated team of financial experts, lawyers, product managers, tech developers, and corporate professionals who are committed to disrupting the financial industry with our unique product and innovative tech-led approach. We're proud to stand out from competition and be the first product based company to offer such a comprehensive solution.

Founded in 2020, fundcraft has grown rapidly, already employing over 90 professionals across two countries, Spain and Luxembourg. If you're passionate about driving change and making a difference in the financial world, join us and be part of our success story.

## Deputy Compliance Officer - LU

We are seeking a dedicated and experienced professional to join our team as Deputy Compliance Officer. This crucial position involves collaborating closely with the Conducting Officer to ensure rigorous compliance with regulatory standards, thereby safeguarding our company's integrity. As a leader in providing digital-native fund operations, our organisation values a digital-first approach and a solution-oriented mindset in every role. We need a Deputy Compliance Officer who can seamlessly align their responsibilities with our company's vision, bringing an innovative and entrepreneurial spirit to drive our compliance efforts forward. If you are ready to contribute to a forward-thinking team and uphold the highest standards of regulatory excellence, this position is for you!

### About the role:

As the Deputy Compliance Officer at fundcraft you will play a pivotal role in ensuring our company's compliance by supporting the Conducting Officer responsible for this critical function. As the key person for data protection matters, you will safeguard our data integrity and privacy. Reporting directly to the Conducting Officer and the board, your contributions will be essential in maintaining our commitment to regulatory excellence and protecting sensitive information within our team.

## Key Responsibilities:

- Represent the second line of defence of the company and will be involved in all matters related to compliance and in particular:
  - o AML/CFT;
  - o outsourcing; and
  - o data protection.
- Be the escalation point for the onboarding of all complex and high risk investors/counterparties of the company and its clients/underlying clients,
- In charge of organising AML/CFT trainings to staff members,
- In charge of the review and validation of the ongoing monitoring,
- In charge of maintaining and establishing the AML/CFT framework and notably:
  - o the drafting/reviewing of the AML/CFT Policy for the company and its clients;
  - o the AML/CFT Risk Assessment; and
  - o the AML/CFT *ad hoc* procedures of the company;
- Assist the first line of defence in respect of KYC/AML requests;
- Assist in the definition and the conceptualisation of compliance related platform features;
- Perform monthly *ad hoc* AML/CFT sample checks on the investor and asset database;
- Draft monthly RC and compliance reports to the conducting officers of the company;
- Prepare and file the relevant annual compliance reports with the relevant competent authorities;
- Assist on all required compliance/regulatory topics, with special attention to outsourcing and GDPR compliance, including (i) the drafting/review of the relevant internal policies and risk assessments, and (ii) the coordination with the tech and product teams.

## How you will be successful in your application:

### Qualifications & Experience:

- Bachelor's degree in Law, Finance, Business Administration, or a related field. A Master's degree or relevant certification (e.g., CAMS) is preferred.

- At least 5-7 years of experience in a compliance role within the financial services industry.
- Extensive experience in AML and CFT compliance, including the development and implementation of AML/CFT frameworks and policies.
- Demonstrated experience in data protection and GDPR compliance.
- Experience in drafting, reviewing, and maintaining compliance policies and procedures.
- Excellent communication skills, both written and verbal, with the ability to prepare comprehensive reports and deliver presentations to senior management.
- Ability to work collaboratively with various departments, including tech and product teams, to ensure compliance across the organisation.

### **Skills & Behaviours:**

- Demonstrate strong organisational skills to efficiently manage multiple compliance tasks and projects, ensuring deadlines are met and resources are effectively allocated.
- Identify compliance risks proactively and take initiative to implement controls and improvements, ensuring robust compliance frameworks are in place.
- Effectively manage relationships with internal teams, external stakeholders such as regulatory bodies, and high-risk investors/counterparties, fostering collaboration and alignment on compliance objectives.
- Employ strong problem-solving skills to address complex compliance issues, develop practical solutions, and align strategies with regulatory requirements and business goals.
- Maintain a high level of accuracy and attention to detail in compliance monitoring, reporting, and documentation, ensuring thoroughness in audits and transparency in reporting.
- Competently organise and deliver effective AML/CFT training sessions for staff members, enhancing organisational compliance awareness and readiness.
- Conduct thorough AML/CFT risk assessments and develop appropriate risk mitigation strategies that align with regulatory expectations and mitigate potential vulnerabilities effectively.

[Apply for the job!](#)