



Mirabaud is an international banking group that provides a clientele of private and institutional investors, companies and finance professionals with highly customised investment, private banking and asset management services.

Headquartered in Geneva, Mirabaud has evolved steadily over the years and now employs over 700 staff who, through their experience and expertise, perpetuate the entrepreneurial spirit that has guided the bank since its foundation in 1819. The Group now conducts its **Wealth Management, Asset Management and Securities** businesses in the main financial centres around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates, Brazil and Uruguay.

Our WM - Risk & Compliance - DU team within our Wealth Management department in Dubai is looking to add:

Central File Officer

Main Responsibilities:

- Open and close bank accounts in the internal system;
- Enter all client records in the internal system and ensure safe custody of the files including physical files;
- Maintain an updated client database with information records;
- Ensure the authenticity of all the signatures on transactions;
- Create and update files for all External Assets Managers and Business Introducers including agreements, signature lists, passport copies;
- Act as a point of contact for internal departments to access client documents and with Mirabaud group for queries related to the central file system;
- Coordinate with the Legal Officer for changes in client mandates and ensure availability of relevant forms;
- Assist on ad hoc projects and provide reports within the Central Files;
- Comply with Mirabaud policies, procedures, systems and controls;
- Review and update the procedures by liaising with Mirabaud Geneva;
- Handle and supervise the tax statements process;
- Perform any administrative duties in relationship with these tasks, which includes scanning and archiving.



Candidate's Profile:

- Bachelor's degree in Finance, Economics or Business Management;
- 2-3 years' experience in a similar role in the banking industry, in fiduciary or Trust services;
- Excellent verbal and writing skills in English, any other language is a plus;
- Excellent command of Microsoft Office (Excel, Word and PowerPoint);
- Ability to think ahead (foresee potential risks and problems), ambition paired with patience, humility, and good listening skills;
- Confident in taking responsibility, using initiative and being innovative;
- Proactive, self-motivated, intellectually curious;
- Team spirit, service orientated and helpful.

Mirabaud Group is an Equal Opportunity Employer.

If you are interested in this role, please send your application via email to the following address:

recrutement@mirabaud.com

If you would like to **pursue a career within the Mirabaud Group**, please send us your CV to the same email address.

Notes:

Please be aware that Introductions from recruitment agencies will not be considered.
Only candidates with a suitable profile will receive a response.