



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:

MLRO & Compliance Officer

The Money Laundering Reporting Officer (MLRO) and Compliance Officer:

- may act on her/his own authority in relation to any of the policies, procedures, systems and controls set out in the Compliance Manual and will report in this respect directly to the Board of Directors of the Company;
- will have full and unfettered access to all information relating to the business circumstances;

Main Responsibilities:

- Keep the necessary records and form an audit trail for future investigative purposes to evidence compliance with the policies and procedures set out in the Compliance Manual;
- Establish, monitor and maintain effective anti-Money Laundering policies, procedures, systems and controls in compliance with applicable legislation in the DIFC and the UAE;
- Assist the personnel of the Company in their compliance with all relevant regulations, including the provision of advice on compliance issues, and act as the point of contact to receive internal suspicious transaction reports;
- Handle and escalate any internal suspicious transaction reports, take appropriate actions following the receipt of such reports, and provide with external 'suspicious activity reports' to the FIU and the DFSA, respond promptly to any request for information made by competent UAE authorities or the DFSA;
- Support appropriate anti Money Laundering training programs and awareness arrangements;
- Monitor and archive transactions relating to the bank activities and external custodian platforms on a daily basis;
- Ensure proper follow-up with the RMs and ensure that audit trail of information is maintained;
- Review and update the risk parameters set up in MLO transaction monitoring platform in line with the changing business and risks;
- Review the reports on off-market transactions or such transactions in line with DFSA standards of market conduct;
- Conduct proper investigation on notification received from Geneva on UN/US/EUR and Swiss sanctions and responding back to the Head Office;
- Perform regular screening of client data base to ensure that existing clients are not listed on any black-lists;
- Update the FATF list of risk countries and risk clients according to the changes relating to sanctions.



Candidate's Profile:

- Bachelor's degree in Law, Finance, Economics or Business Management. A professional qualification in AML is an asset;
- 3-5 years' experience in a similar role in the banking industry, 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.