



BANQUE DE COMMERCE ET DE PLACEMENTS

Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and Dubai. More information can be found at www.bcp-bank.com.

For our **Banking Operations division**, we are currently looking for a

CENTRAL REGISTRY OFFICER

TASKS AND RESPONSIBILITIES:

- ✓ Control all documents related to clients' and Financial Institutions accounts opening, mutations and closing.
- ✓ Check the completeness and consistency of the Account Opening Forms (AOF) and the compliance with the legal and regulatory requirements.
- ✓ Ensure complete and consistent content of the files. Claim of the missing documents to Relationship Managers whenever needed.
- ✓ Ensure accurate input of the data in the clients' database.
- ✓ Manage the clients' accounts into the system, from opening to closing.
- ✓ Identify and apply the usual tax regimes.
- ✓ Consult and coordinate with the Compliance team regarding documentation whenever necessary.
- ✓ Answer Legal & Compliance department incoming demands.
- ✓ Ensure the creation/renewal/closing of e-banking access.
- ✓ Control the clients' signatures.
- ✓ Provide support to all internal users (including branches) on client's investigations.
- ✓ Manage the hold mail.

REQUIREMENTS:

- ✓ CFC in banking or equivalent.
- ✓ At least 6 - 8 years of proven experience in a similar position in the banking sector.
- ✓ Deep knowledge of the Central Registry activities, including physical persons and legal entities.
- ✓ Knowledge of the Central Registry activities for Financial Institutions is a must.
- ✓ Sound understanding of Swiss banking laws and rules, and particularly Swiss and international standards related to money laundering, terrorism and tax system (LBA, Due diligence, LPCC ...).
- ✓ Central Registry certification would be an asset.
- ✓ Very good knowledge of Account Opening documents and client onboarding process.
- ✓ Able to understand customer needs and provide high level of service while dealing with confidential data.
- ✓ Sense of initiative and of priorities.
- ✓ Accurate, reliable, meticulous.
- ✓ Very good communication and organizational skills.
- ✓ Flexible, proactive and good team spirit.
- ✓ Knowledge of Apsys and CIM an asset.
- ✓ At ease with IT tools.
- ✓ **Resident in Switzerland.**
- ✓ Fluent in French and English, both written and oral.

OTHER:

- ✓ Location: Geneva
- ✓ Starting date: Immediate
- ✓ Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).
Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position.

Thank you for your understanding.