



AMFIE is a rapidly growing, financial services mutual association governed by Luxembourg's financial regulations. Its worldwide-based members are active and retired intergovernmental organizations' civil servants. The scope of AMFIE is to provide its members with a large range of financial services and products designed to meet their needs as international civil servants.

AMFIE is looking for a:

Junior Compliance Analyst (m/f)

Permanent contract

Your mission

One of the key elements of the Compliance mission is to carry out transactional monitoring and carry out independent analyzes in order to protect the assets, the reputation of the establishment and to ensure compliance with regulatory requirements in connection with the money laundering, terrorist financing and the fight against corruption.

The position of Junior Compliance Analyst requires good AML/CFT regulatory knowledge and important interpersonal skills and, in particular, an excellent investigative spirit, a great curiosity, as well as a sensitivity the various risks to be managed (AML/CTF risk, non-compliance risk, media risk, tax risk, etc.).

This mission is part of the strengthening of our control system, mainly transactional and Ongoing Customer Due Diligence

The position reports directly to the Chief Compliance Officer.

Your responsibilities

The Junior Compliance Analyst ensures that the firm complies with internal policies, procedures and adheres to applicable laws and regulations, including but not limited to AML-CTF legislation;

- KYT (Know Your Transactions) controls:
 - Performing due diligence searches and background check on transaction parties using online searches and available documentation;
 - Compiling data and information required for the completion and submission of STRs to FIU.
 - When a transaction is suspicious, by its nature or the supporting document received, Preparing SAR/STR after performing a structure analysis taking transactions and client data into consideration.



- KYC (Know Your Customer) controls:
 - Supporting the onboarding of our customers, alone or in conjunction with other team members. You will ensure all client-due diligence requirements are met to accept new clients, including assessing client documentation and required risk analysis.
 - High standard and file review. You will ensure all client-due diligence requirements are met throughout the client lifecycle, including performing obligatory periodic or event driven reviews of files and updating the risk analysis reports, if applicable.
 - Ensure appropriate treatment of compliance alerts, escalating when required to the manager/supervisor
 - Name Screening to detect the possible presence of a client on the PEPs/sanctions lists;
- Process e-mail requests relating to the Compliance department

Your Profile

- Similar experience (in the first or 2nd line of defense);
- Knowledge of local AML/CTF regulations;
- Fluency in written and spoken French, and English and/or another language is an asset;
- Organization and rigour;
- Analytical and synthetical mind ;
- Team spirit and collaboration; Versatility, critical sense and spirit of initiative;
- Proactivity and flexibility.

We offer

- A permanent working contract
- A long-term career path within an international fast-growing financial institution,
- Good work-life balance

To apply for this position, please forward your CV and cover by e-mail: hr@amfie.org.
The selected candidate shall provide a criminal record before the beginning of his working contract

Only the candidates meeting these specific qualifications will receive an answer.