



Experienced Compliance Officer Responsible for Compliance for Fund clients

Job Description

Job title: Experienced Compliance Officer - Responsible for Compliance for Fund clients (m/f)

Location: Luxembourg

Department: Compliance / Fund Administration

Reporting to: Head of Fund Operations

Entity: PSF (Professionnel du Secteur Financier) regulated by the CSSF

We are seeking an experienced Compliance Officer to take ownership of client Responsible for Compliance (RC) mandates for our PSF Fund clients. The successful candidate will act as RC for client mandates and play a pivotal role in overseeing AML/CFT compliance, providing expert guidance, and ensuring adherence to regulatory requirements. This position calls for a proactive professional with in-depth AML/CFT expertise within a PSF environment, strong communication skills, and the ability to work independently and collaboratively.

About Ogier

- Ogier provides legal advice on BVI, Cayman, Guernsey, Irish, Jersey and Luxembourg law. Our network of locations also includes Beijing, Hong Kong, London, Shanghai, Singapore and Tokyo.
- Legal services for the corporate and financial sectors form the core of our business, principally in the areas of banking and finance, corporate, investment funds, dispute resolution, private equity and private wealth. We also have strong practices in the areas of employee benefits and incentives, employment law, regulatory, restructuring and corporate recovery and property.
- Ogier's corporate administration business, Ogier Global, incorporates and administers a wide variety of vehicles including public and private companies, partnerships and trusts.
- Ogier is based in 12 jurisdictions including Beijing, BVI, Cayman Islands, Guernsey, Hong Kong, Ireland, Jersey, London, Luxembourg, Shanghai, Singapore and Tokyo.

Key Responsibilities:

- Act as RC ("Responsable du Contrôle") for appointed client mandates, ensuring full compliance with Luxembourg AML/CFT laws and regulations (including CSSF Circulars and the Law of 12 November 2004, as amended).
- Develop, implement, and monitor policies and procedures relating to AML/CFT for assigned client mandates.
- Perform ongoing risk assessment and due diligence on clients, including complex structures and high-risk counterparts.

Ogier

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- Liaise with clients and regulatory authorities (mainly CSSF) regarding AML/CFT obligations and respond to queries and requests.
- Carry Out Oversight of transaction monitoring, suspicious activity reporting (STR/SAR), and maintain recordkeeping in accordance with regulatory standards.
- Prepare and deliver periodic and ad hoc AML/CFT reports to funds' management and the CSSF.
- Stay abreast of regulatory developments, best practices, and changes in AML/CFT legislation impacting PSF entities.
- Conduct AML/CFT training for relevant staff and clients as required.
- Participate in internal and external audits and assist with remediation of identified issues.
- Collaborate with other compliance team members and operational departments on AML/CFT matters and provide subject matter guidance.

Key Requirements:

- A minimum of 5 years' relevant experience in AML/CFT compliance within the Luxembourg financial sector, with direct exposure to PSF/CDDO or related entities.
- Strong technical knowledge of Luxembourg and EU AML/CFT legislation, CSSF regulations, and best practices.
- Demonstrable experience acting as RC or Deputy RC in a PSF or similar regulated entities is strongly preferred.
- University degree in Law, Finance, Business, or relevant field; additional professional certifications (e.g., CAMS, ICA) are advantageous.
- Excellent analytical, organizational, and communication skills; ability to engage with senior management and regulators.
- Ability to work autonomously, handle multiple priorities, and deliver under tight deadlines.
- Fluency in English is required; proficiency in French and/or German is a strong asset.

What We Offer:

- The opportunity to assume significant responsibility for client mandates as RC in a dynamic, fast-paced PSF environment.
- Exposure to a broad spectrum of clients and complex compliance matters.
- Supportive team culture and opportunities for continuous professional development.
- Attractive compensation and benefits, commensurate with experience and qualifications.



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