

Andersen has in-depth expertise in tax matters and offers tax consulting and tax compliance services to Luxembourg and international clients. **Andersen, Luxembourg** is a member firm of **Andersen Global**.

We are currently looking to recruit a:

SENIOR COMPLIANCE & ONBOARDING OFFICER (M/F/D)
Part time

JOB DESCRIPTION

Reinforce our tax team in their day-to-day activities and offer ongoing support on Compliance, Know-Your-Customer ("KYC") and Anti-Money Laundering ("AML") issues. Here's what you'll do:

- Review and analyze KYC files for new and existing clients, identification of any issues and missing information/documentation required to comply with KYC/AML regulations in Luxembourg.
- Monitor and review/approve client information in the AML client database. Support the tax team regarding the use of the internal client AML database.
- Provide support and advise the team on AML and Compliance matters.
- Ongoing due diligence: conduct control over reviews on a periodic basis, assess existing client documentation, perform quality checks 1st line assessment. Review and analyze complex cases independently. Follow internal processes and 2nd line controls.
- Organize and assist in the preparation of compliance reports (e.g. Client Acceptance, Board of Directors).
- Monitor regulations and update internal policies and procedures.
- Keep abreast of legislation changes in Luxembourg and abroad and give advice on their impact and consequences.
- Provide support to the tax team in onboarding clients and ensure interaction and clear communication.
- Support senior management to draft and prepare initial SAR/STR for FIU.
- Propose and draft Compliance trainings and independently provide trainings.

YOUR PROFILE

- A Bachelor degree (BAC+3) or equivalent in law, economics or finance.
- Experience of at least 4 years in a Compliance/AML/KYC/CFT-related position in Luxembourg, preferably in a financial services environment (Fiduciary/Tax sector with international network).
- Good knowledge of local AML regulations, AML database knowledge is an advantage.
- Appreciates working in a team as well as individually.
- Good judgement on priorities and ability to ensure tasks are handled within given deadlines.
- Proficiency in English, knowledge of French or German is an asset.
- Pro-active attitude to problem solving.
- Demonstrates motivation and attention to detail.

WE OFFER

At our growing company, we offer a wide range of tax services. You will collaborate closely with experienced tax professionals who will share their knowledge and support your professional growth. We provide continuous training to help you advance your career successfully. Additionally, this position is open to part-time applicants. We will offer a competitive compensation package aligned with your motivation, skills, and experience.

INTERESTED? PLEASE SEND YOUR CURRICULUM VITAE AND A MOTIVATION LETTER TO

Andersen Tax Sàrl • Attn. HR Department • 121, Avenue de la Faïencerie • L-1511 LUXEMBOURG

E-Mail: careers@lu.andersen.com

WE GUARANTEE FULL CONFIDENTIALITY FOR ALL APPLICANTS.

