

Job Description: Senior Quality Assurance and Compliance Officer: Sustainable Finance (M/F)

Reports to: **General Manager**

Place of work: **Luxembourg Kirchberg**

Vacancy type: **Full time**

Contract type: **CDI – Permanent contract**

Starting date: **as soon as possible**

Salary: **Competitive plus benefits**

About LuxFLAG:

LuxFLAG, the Luxembourg Finance Labelling Agency, is an independent and international, non-profit organization created in Luxembourg in July 2006 jointly by public and private partners. LuxFLAG aims to promote the raising of capital for the Sustainable Finance sector by awarding a recognizable label to eligible investment vehicles in Climate Finance, ESG (Environment, Social, and Governance), and Environment, Microfinance, and Green bonds. The LuxFLAG Labels are recognized for their high standards and rigorous assessment of applicant investment Vehicles's investment holdings, strategy and procedures with respect to ESG matters as well as an affirmation of their transparency to investors – which are key components of the eligibility criteria for the LuxFLAG labels. As of Dec 2019, LuxFLAG Labels 183 products representing 7 jurisdictions.

The Role

We are looking for a motivated team player to support our growing activities in labelling Sustainable Investment products. Reporting to the LuxFLAG General Manager, and working closely with LuxFLAG's wider team, the Senior Quality Assurance & Compliance Officer role is an analytical role supporting LuxFLAG's Label application assessment and its compliance with the defined processes and control objectives under ISAE 3000.

Main tasks

- In consultation with the General Manager, determining, preparing and regularly updating in-house quality procedures, standards and specifications (QA framework and QA plan)
- Conducting testing of internal processes, systems and controls to assure compliance with set processes and standards
- Collating, analysing and presenting review findings to General Manager
- Recording, analysing and distributing statistical information as per requirements
- Making sure that regulatory requirements are understood and taken into account when undertaking reviews, and that non-adherence to these is identified and recorded and reported to the General Manager appropriately
- Drive new initiatives that will improve customer and regulatory outcomes

Skills and capabilities:

Essential

- Master degree in Finance, Law, Economics, Statistics, or business management

- At least 4-5 years of professional experience in finance, business consultancy, etc
- Analytical and diligent
- Organised and level headed
- High levels of accuracy and attention to detail
- Agility – ability to attend to new priorities quickly as required
- Creativity, both in ideas and execution
- Self-motivated, flexible and disciplined
- Strong interpersonal and verbal communication skills
- Fluent in routine IT tools including Excel and PowerPoint
- Able to work in a small team
- Fluency in English and French – spoken + written

Strong plus

- Experience in audit, ratings, Quality Assurance, compliance
- Previous experience in Sustainability, CSR, Sustainable Finance, ESG, Responsible Investing, Climate Finance
- Fluency in Luxembourgish and German will be a strong advantage

Applications

Closing date for applications: **15 April 2020**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their qualifications and experience for the role to Sachin.vankalas@luxflag.org

Applicants must be eligible to work in Luxembourg. Only shortlisted candidates will be notified.

LuxFLAG is an equal opportunity employer. More specifically it agrees not to express, show or demonstrate in any manner any direct or indirect adherence, without limitation, to a given race, gender, ideology, religion, philosophical, political or intellectual beliefs within the framework of employment. LuxFLAG expressly recognizes that the Employee obviously remains free to adhere to whatever e.g. race, gender, ideology, religion, philosophical, political or intellectual beliefs outside his/her services rendered to the Employer and that in no manner meant to restrict or to impact in any manner the Employee's private life. All Employees must make sure that the Employer and its activities are at any time perceived as being purely neutral.

LuxFLAG General Manager is responsible for all Human Resources related topics of the agency.