

Job Description: Business Associate

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 Business Associate role is a multifunctional analytical and administrative role supporting all business lines of LuxFLAG viz. Operations, Research, Finance, Marketing and Communications, Contact Database Management and overall office administration.

Main tasks

- Support Operations of the agency in particular managing quarterly label application processes ensuring compliance with the ISAE framework
- Manage payment receivables, invoice dispatch and follow up timely
- Database Management:
 - Contact database of labelled funds, associate members, potential applicants, newsletter subscribers, etc
 - Agency statistics as per need
- Manage website content related to recent statistics
- Organise office inventory i.e. physical files, electronic documentation on server, movable assets, etc
- Assist the agency in research projects
- Assist Mar. Com. as per needs
- Overall office administration

Skills and capabilities:

Essential

- Bachelor degree in economics, statistics, finance, or business management is an advantage
- At least 2 years' experience of working in multi stakeholder organisations
- High levels of accuracy and attention to detail
- Ability to multi-task and manage a range of project streams
- Agility – ability to attend to new priorities quickly as required
- Self-motivated, flexible and disciplined
- Strong interpersonal and verbal communication skills
- Excellent writing skills
- Enthusiastic and positive approach
- Fluent in routine IT tools including Word and PowerPoint
- Fluency in English and French – spoken + written

Strong plus

- Experience in one or more of the following sectors: CSR, Sustainable Finance, Sustainability
- Fluency in Luxembourgish and German will be a strong advantage

Applications

Closing date for applications: **15 February 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.