

Job Description: Senior Operations Officer: Sustainable Finance (M/F/D)

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), Environment, Microfinance, and Green Bonds. The LuxFLAG Labels are recognized for their high standards and rigorous assessment of applicant investment vehicles' 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 July 2021, LuxFLAG Labels 354 products representing €155bn in Assets under Management.

The Role

We are looking for an experienced, dedicated and motivated team player to support our rapidly growing activities in labelling Sustainable Investment products. Reporting to the LuxFLAG General Manager, and working closely with LuxFLAG's wider team, the Senior Operations Officer role is an analytical role supporting LuxFLAG Label Operations and research. We attach a high importance to the personal fulfilment and professional development of our employees and are committed to the sustainability values.

Main tasks

- Undertake Label operations of the agency in particular the quarterly label application processes ensuring compliance with the ISAE framework
- Coordinate LuxFLAG Eligibility Committee proceedings
- Initiative, coordinate and oversee research projects
- Maintain and assess statistics related to labelled funds
- Develop data governance modelling and framework
- Take an active role in promoting and implementing LuxFLAG's standards

Skills and capabilities:

Essential

- Master degree in Finance, Law, Economics, Statistics, or business management
- At least 7 years of professional experience in finance, business consultancy, etc.
- Analytical and diligent
- Organised, dedicated and focussed with 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
- Creativity, both in ideas and execution
- Self-motivated, flexible and disciplined with an enthusiastic and positive approach
- Strong interpersonal and verbal communication skills
- Excellent writing skills and acquainted with routine IT office tools
- Fluency in English – spoken + written

Strong plus

- Relevant previous experience in audit, oversight/control or ratings
- Competence in Sustainability, CSR, Sustainable Finance, ESG, Responsible Investing, Climate Finance
- Experience with ESG data providers such as Sustainalytics, MSCI, etc.
- Fluency in French, Luxembourgish, German will be a strong advantage

Applications

Closing date for applications: **30 September 2021**

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

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