



Bank Lombard Odier & Co Ltd is looking for a candidate to fulfil the following mission statement:

Compliance Officer – Reporting and Regulatory Watch

YOUR MISSION :

- Draft Compliance monthly and quarterly reports at the level of the Swiss Bank and Group
- Collaborate with the Country Compliance officers in the drafting of the local quarterly reporting requirements
- Draft the annual Group Compliance plan / strategy (in co-ordination with the Group Head of Compliance and the Regional Compliance Heads)
- Collect and formalize management feedback on Compliance reporting to enhance the process on an on-going basis
- Draft ad-hoc reports and presentations in collaboration with the Group Head of Compliance
- Draft ad hoc regulatory reports
- Co-ordinate reporting requirements with the Head of Regulatory Management
- Co-ordinate reporting requirements with the Head of Examination Management
- Collaborate to the preparation and drafting of the annual Group-consolidated compliance risk assessment
- Perform and document the regulatory watch process (at the level of the Swiss Bank and coordination of the exercise at Group level)
- Update the regulatory risk matrices (at the level of the Swiss Bank and coordination of the exercise at Group level)

DESIRED PROFILE :

- Minimum of 5 years of experience in the field of Compliance
- Previous experience with the Swiss regulatory environment required
- Experience with the international regulatory environment an asset
- Must be able to execute and delivery consistently
- Excellent organizational and co-ordination skills
- Excellent communication skills
- Excellent presentation skills and knowledge of MS Office package (Powerpoint, Word, etc.)
- Fluent / Mother tongue in English
- Fluency in French an advantage
- Swiss domicile

Should you recognise yourself in this mission statement, we would be happy to receive your application in our Internet site : [Careers / Job applications](#). It will be handled in the strictest confidence.