

Job description - Senior Legal Adviser

Key-function between the Corporate Department and the Management.

For the Corporate Department, responsible for the following tasks :

- Participation in the setting-up of complex structures and liaising with the corporate secretaries in charge
- Careful review and sign off of all contracts before they are being signed by the directors
- Feedback to the practical implementation of the commitments undertaken / preparation of **guidelines / timetables**,...
- General legal assistance to the corporate department (advice on special wordings, on employment or rental contracts,...)
- Regular review of all internal documents and contracts (including mandate, domiciliation agreements...) – comments, regular review and updating
- Assistance with respect to all legal matters, the group may be faced with
- Regular review of the assignments amongst the team
- Suggestions as to the structuring, improvements on efficiencies,...
- Engaged in the development of team spirit and team motivation

For the Compliance officer :

1. KYC and AML

- Review of all the KYC documentation (BO information, purpose of the structure, financing, etc) before submission to the directors' approval
- Review and assistance in the updating of the "Manuel de procedures"
- Report to the management with respect to potential money laundering risks,...

2. Files organization

- Thorough review of corporate, correspondence files,... on a regular basis with follow-up and recommendations to the officers in charge

3. Statutory requirements

- Regular review and controls of statutory requirements in order to ensure that the companies are in good standing (approval and filing of annual accounts,...)

For the Management, responsible for the following tasks :

Development – marketing

- Review and updating of internal and external memos on all Luxembourg structures
- Keeping track of changes in Luxembourg law and report on them in the form of newsflashes and memos
- Assisting the management with respect to marketing and client relationships (including marketing trips to introduce Luxembourg to new contacts and to update current contacts with recent changes)
- Elaborate jointly with the management tax engineering solutions for private and institutional clients

Please send your application letter and detailed CV by e-mail to Geneviève BLAUE:
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