https://www.ircgmbh.de/en/job/legal-compliance-manager-m-f-d-mf20190320/

Legal & Compliance Manager (m/f/d) in Frankfurt

Job Location
Frankfurt

Description
For our client, one of the largest real estate investment managers in the world, we are looking for the office in Frankfurt for a

Legal & Compliance Manager (m/f/d)

Ihre Aufgaben

Main activities and tasks:
Reporting directly to the Head of Funds Operations and Finance in Germany, with a functional report to the General Counsel Europe and the Compliance Institutional Officer you will provide:
1. Legal and secretarial support to Germany based funds and companies with following main responsibilities:

- Support the team in Germany in all legal matters
- Identify all local legal requirements / procedure implementation
- Manage statutory publication/registration as requested by law
- Develop standardized policies and procedures for the Legal Function in line with company strategy, working closely with the General Counsel Europe
- Study and address the impact of applicable laws/regulations and highlight any legal risk and recommend action plans
- Monitor and control adherence to the company's legal, policies and procedures
- Conduct regular training on ongoing relevant Legal aspects to all employees
- Maintain and update the company files (articles of association, minutes, registers of shareholders and/or bondholders, entry in the commercial register, contracts, etc)
- Together with external legal advisors as appropriate, advice on legal future funds
- Collect legal information of managed companies German and international subsidiaries of the German Funds
- Support the General Counsel Europe in order to elaborate the panel of German Lawyers
  allowed to work with the company
- Oversee and monitor services provided by external legal service providers and third party
  consultants
- Establish agreements with service providers, etc.
- Assist internal investment, management and operational teams in deal execution and to
  assist on client facing issues as necessary
- Responsible for reporting any risks identified within transactions in particulars, to the General Counsel Europe

2.Compliance

- Make sure that the entity complies with GERMAN regulations and handles

regulatory issues and relationships with financial authorities (BAFIN…)
- Study and address the impact of applicable regulations and highlight any compliance risk and recommend and/or implement action plans
- Ensure that guidelines / procedures and Enterprise Compliance Program are duly implemented within the company
- Develop local rules and procedures regarding compliance with laws, regulations and group policies, including ethics, conflicts of interest, risks of misconduct and fraud, AML, bribery, outsourcing …
- Review and control all operational procedures and policies and ensure that these processes comply with applicable regulations
- Prepare regulatory and internal reports to Managing Directors, Supervisory Board, …
- Manage and prepare Risks and Compliance Committees
- Sets-up training programs on compliance and monitor their deliveries
- Internal controls
- Carry out internal controls (Permanent Control Plan).
- Prepare regulatory and internal reports on internal controls and summarizes the findings and remediation plans,
- Assist in the carrying – out of internal audits
- Ensure the follow up of the progress of implementation of recommendations regarding Shareholders Audits and Internal controls.
- Operational risks management
- Report all operational errors and incidents regarding operational risks to Managing Directors
- Collect reports and follows up all process implemented in order to improve the operational risk management and ensures that remediation plans are fully implemented
- Review regularly risk management process in relation with the Risk Manager

Ihr Profil

Profile:

- 5++ years of experience in a Legal/Compliance real estate department
- University degree in law or business administration
- Excellent communication and presentation skills
- Knowledge and understanding of risk and compliance control arrangements
- Ability to manage risk, compliance and control activities in a financial institution
- Bilingual German/English, French would be a plus

Bei Interesse an dieser Position, freuen wir uns über die Zusendung Ihrer vollständigen Bewerbungsunterlagen, vorzugsweise per E-Mail, inklusive Ihrer Gehaltsvorstellung und Ihres möglichen Eintrittstermins.

Ansprechpartner für diese Position ist Herr Markus Feichtmeier.

KONTAKT

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