



Research and Policy Analyst

Job title: Research and Policy Analyst
Place of work: Basel, Switzerland
Employment rate: 100% (full time)
Start date: As soon as possible

About the Wolfsberg Group

The Wolfsberg Group (www.wolfsberg-principles.com) is an association of 13 major global banks focused on enhancing how the financial services industry can combat and prevent financial crime. The Group was one of the first organisations established of its kind and its publications and guidance are used by the industry globally as a vital part of the fight against financial crime. The Group is also a frequent contributor to the work of standard setters around the world.

The Group holds quarterly member-only General Meetings, an annual conference (known as the Forum) held in Switzerland that is open to a limited number of non-members and an annual training Academy for members. It also organises multiple working groups whose responsibility it is to draft industry guidance and standards.

Job description

Responsibilities include but are not limited to the following:

- Supporting the strategic book of work in the form of research, analysis and the drafting of written material for the Group;
- Developing presentations, communications and training material for internal and external key stakeholder engagement;
- Supporting the working groups and any ad hoc initiatives which may result in internal or external publications;
- Designing and coordinating data collection initiatives and utilising the results to present proposals to the Group for consideration to enhance the progress of the Group's priority work;
- Conducting research on internal and external financial crime developments that may be of significance to the Group and could inform strategic priorities, publications, briefing packs, training and reporting;
- Participating in working groups to address Competition Law requirements, taking minutes and providing support to the subject matter experts;

- Conducting an annual review of internal and external Wolfsberg Group publications to identify any materials that require updating or revising;
- Supporting the Group Administration, Events and Training Coordinator in updating and refreshing the Forum and Academy programmes.

Qualifications

- University degree combined with at least five years' practical experience with financial crime compliance, preferably with a financial institution or regulatory agency;
- Must be able to demonstrate sound judgement, work as part of a small team and have strong interpersonal communication skills;
- Ability to work autonomously, manage competing priorities and initiate/prioritise own work;
- Detail oriented and proven execution abilities;
- Experience in researching regulatory and financial crime compliance topics and writing clear documents and reports for a range of audiences;
- Experience with dealing with media outreach and social media desirable;
- Familiarity with working with contacts in other countries, time zones and cultures is desirable;
- Experience with acting as an administrator of Microsoft 365 is a plus;
- Excellent written and verbal communication skills in English.

Offer

The Group offers an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Candidates must have a valid work permit for Switzerland in order to apply for this position.

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **31 October 2021** by email to:

application@baselgovernance.org

For further information about this position, please contact Vanessa Hans, Private Sector Specialist, Basel Institute on Governance (vanessa.hans@baselgovernance.org).

Equal opportunity employer

The Wolfsberg Group is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.