



# Senior Policy Analyst

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

## About the Wolfsberg Group

The Group ([wolfsberg-group.org](https://www.wolfsberg-group.org)) is an association of 12 global banks focused on enhancing how the financial services industry and the regulatory community can combat and prevent financial crime. The Group was one of the first organisations of its kind to be established, its publications and guidance are used by the industry globally as a vital part of the fight against financial crime, and it is a frequent contributor to the work of international standard setters. The Group holds member-only quarterly meetings, as well as an annual conference and two training events.

If you are passionate about the fight against financial crime, join the Wolfsberg Group and make a difference.

## Job description

Responsibilities include, but are not limited to:

### Research and written work

- Contribute to and/or lead the drafting of Wolfsberg papers aimed at enhancing the effectiveness of managing financial crime risk.
- Conduct research and analysis to support and enhance the Group's written materials.
- Lead sessions at the Group's annual training academy.
- Conduct a periodic review of Group publications, identifying specific material that requires updating.

### Management of working groups

- Organise and run (in collaboration with their leads) (i) Wolfsberg working groups and (ii) any ad hoc or benchmarking initiatives which may result in publications.
- Track member participation and engagement in working group sessions.

### Stakeholder engagement

- Develop presentations, communications and training material for internal and external key stakeholder engagement.

- Advocate for the Group's publications and the positions taken by the Group when representing the Group at external events.

## Qualifications

- Advanced university degree.
- At least eight years of practical financial crime compliance experience preferably at a financial institution, regulatory agency or standard-setting organisation.
- Must be able to demonstrate sound judgement and integrity.
- Strong interpersonal skills and experience working as part of a small team.
- Ability to work autonomously, manage competing priorities and initiate/prioritise own work.
- Must be detail and results oriented.
- Excellent written English, with demonstrated ability to research and write clear documents and reports for a range of audiences.
- Excellent oral communication skills, with the ability to engage different audiences at differing levels of seniority and convey complex information.
- Excellent stakeholder management skills with the ability to bring about a consensus across diverse groups and perspectives.
- Familiarity with working with contacts in other countries, time zones and cultures.

## Offer

The Group offers an interesting and rewarding working environment with exposure to the global heads of financial crimes compliance functions and senior staff from our member banks. Senior level engagement with international standards setters is also involved. The work is varied and offers scope for initiative and innovation from the right candidate. The salary is competitive.

## Application

Candidates must have or be able to obtain a valid work permit for Switzerland.

Please send your written application (CV, cover letter, reference letters and contact details of three professional references; all documents merged in a single PDF file) no later than 31<sup>st</sup> January 2024 by email to: **[application@baselgovernance.org](mailto:application@baselgovernance.org)**

As written communication skills are a significant portion of the role, CVs and cover letters identified as written with the help of artificial intelligence will not be accepted.

For further information about this position, please contact [alan.ketley@wolfsberg-group.org](mailto:alan.ketley@wolfsberg-group.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.*