



Executive Secretary

Job title: Executive Secretary
Place of work: Remote or in the Group's offices in Basel, Switzerland
Employment rate: 100% (full time)
Start date: As soon as possible

About The Wolfsberg Group

The Wolfsberg Group (the Group) is an association of 12 global banks which aims to develop frameworks and guidance for the management of financial crime risks. The Group's main activities are to:

1. Develop and advance views and constructive proposals that can help to shape the public debate on particular Financial Crime Risk Management (FCRM) policy proposals, including those of supranational organisations, and broad themes of common interest to participants in global financial markets.
2. Work with policymakers, regulators and supranational organisations to strengthen the efficiency and effectiveness of FCRM approaches and controls.
3. Define, articulate and disseminate best practices and industry standards for effective FCRM purposes.
4. Provide a network for Members to exchange views and offer opportunities for effective dialogue among policymakers, regulators and private-sector financial institutions.
5. Support education and training efforts of its Members and related parties in relevant areas.

Role and responsibilities

The Executive Secretary is a senior leadership role that reports to the Group's Co-Chairs and includes the following overall responsibilities:

- Ensuring that regulatory and legal requirements that impact the Group's Members are integrated into the Group's strategic objectives and driven and delivered through an efficient, cohesive and effective book of work.
- Fostering the evolution of existing, and the development of new, public-private partnerships.

- Leveraging Members' expertise, industry events and the geopolitical environment to influence the evolution of relevant regulatory/industry changes that may impact the Group's objectives.
- Having line manager responsibility for the Secretariat staff, as well as oversight of all Group administrative, financial, legal and governance requirements.

Core responsibilities include:

Group strategy

- Utilise organisational and operational experience, industry and geopolitical understanding, as well as thought leadership, to inform a continuously forward-looking Group strategy.
- Maintain oversight of the Group's book of work, annual engagements such as the Wolfsberg Forum and Academy, FCRM advocacy requirements and ad hoc initiatives/projects, including the translation of the Group's strategy into operational objectives and driving the effective execution thereof.
- Drive efficient allocation of the Group's financial and staff resources.
- Co-ordinate material communications across the Group.
- Maintain oversight of annual expenditure and income.
- Brief and present to the Management Committee and Members on Secretariat progress relating to governance, events and key deliverables/initiatives at relevant meetings.

Primary internal point of contact for Group members

- Serve as the central liaison point between the Management Committee and Members.
- Provide leadership and direction for the benefit of Members and Secretariat staff.
- Translate Group key learnings and insights, expectations from industry engagement and the geopolitical landscape, while facilitating Member activity that generates ideas, knowledge sharing and encourages development of industry best practices.
- Lead the discussion with Members to develop a single cohesive position for the Group while addressing Members' positions.
- Promote a considered, empowered and consistent voice amongst Members.
- Develop, manage and strengthen relationships with Members, with a focus on increasing engagement, contributions to working groups and support to key initiatives.

External engagement

- Serve as the primary point of contact (the 'voice') for the Group and its activities.
- Work across industry bodies, regulators, government agencies, law enforcement, intelligence agencies, think tanks and peers, using the power of public-private partnerships and contributing to the creation of new ones, where relevant to the Group's strategic objectives.
- Help shape the future FCRM regulatory landscape on behalf of the Group by understanding the geopolitical environment in which members operate, and advocate for the Group's vision relating to effective, collaborative FCRM regimes and frameworks.
- Use FCRM expertise and practical experience to articulate the Group's 'voice' in the industry.
- Proactively drive and foster new collaboration opportunities between parties that may be outside the remit of traditional financial institution engagement.
- Explore additional ways to promulgate the Group's work.

Group publications, correspondence and media

- Be responsible for the editorial review and final approval of a variety of Group publications and correspondence (stakeholder consultations, surveys), as well as management of the Group's website and media (LinkedIn, webinars).
- Maintain the high standards and tone of the Group in all communications and ensure appropriate global positioning and narrative for the audience.

Experience, qualifications and skills

- Executive Director/Managing Director level, with an ability to engage effectively with, and influence, the Members' Global Heads of FCRM.
- Significant FCRM experience, preferably in a senior Group/Corporate Centre role so as to have been exposed to complex stakeholder management, global issues with competing regulatory requirements, and in-depth knowledge and understanding of banking.
- Significant financial services/financial crime industry advocacy.
- Globally focused strategic/lateral thinking skills.
- Exceptional oral, written and presentation skills (including the ability to train/coach effectively).
- Fluent English, other languages welcome.
- Clear understanding and knowledge of the FCRM ecosystem, its history and the role of large financial institutions in it.

- Well-honed networking and influencing skills.
- Strong executive reporting, governance and leadership experience.
- Proactive with a track record of resilience and the confidence to challenge, as necessary, senior stakeholders including C-suite and senior regulators/standard-setters.
- Must be able to represent the Group's interests effectively, persuasively and in a neutral manner to external stakeholders including, but not limited to, senior government representatives, regulators and international standard setters.
- Ability to prioritise conflicting demands and problem solve in a dynamic environment.
- Experience in budget/finances management.
- Events management experience highly desirable.
- Former public-sector role in an FCRM-related area welcome but not a prerequisite.

Offer

The Group offers a unique opportunity to influence, shape and inform the development of the global FCRM regime. The work is varied and offers scope for initiative and innovation from the right candidate. The salary is competitive.

Application

Please send your written application (CV, letter of motivation and copies of diplomas, etc.) merged into a single PDF at your earliest convenience but no later than **26 August 2024** by email to: **application@baselgovernance.org**. Your application may include reference letters if available.

For further information about this position, please contact 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.