

Senior Corporate Governance Expert

Our client:

An international bank based in Geneva.

Role & Responsibilities:

- Acting as Secretary of various meetings (such as audit and risk committee meetings, board meetings and shareholders' meetings). The preparation of meetings includes the drafting of agendas with the Chair, review of papers (to ensure that standards are met), dispatch of papers (which requires formatting documents and uploading them in a meeting management system), drafting and circulation of minutes and action points.
- Presenting papers during these forums and being involved in discussion regarding governance matters which includes Articles of Incorporation, Business Regulations, Delegation of authorities, Independence / Conflict of Interests, Terms of Reference and how to discharge the responsibility of the Members of the considered forum, Duties of the Directors, Meeting effectiveness, etc.
- Developing and maintaining the corporate governance framework, particularly in the application of consistent governance principles and provisions in line with the corporate Group standards / Functional Instruction Manuals for the companies that the jobholder.
- Being involved in the risk and control environment of the company secretary department as well as in the drafting of guidance and procedures.
- To establish and sustain strong and trustworthy relationships with audit and risk committee / board members and Senior Management, providing support and advice as required for the discharge of their duties and responsibilities.
- To file corporate entity information in foreign jurisdictions where the company has a presence to comply with all local statutory and regulatory requirements.
- To prepare proxies / powers of attorney and documentation in relation to corporate signature rights.
- To provide subsidiaries abroad with support to ensure compliance with the corporate Company Secretarial Standards.

Profile:

- At least 6 - 10 years of professional experience in a similar position, or in company law or audit firm. It is a prerequisite that the candidate demonstrated experience in the banking or financial sector in Switzerland.
- Experience in banking regulation, risk management or compliance is an asset.
- The candidate is a seasoned professional, likely to be a graduate with a professional qualification (qualified lawyer or university degree in Law or Business Administration or equivalent degree/experience), with extensive relevant experience and broad knowledge in their area of work.
- Excellent writing and oral skills in English are a prerequisite. Good knowledge of French and German is a strong asset.
- Solid IT skills (Word, Excel and PowerPoint).

Contract type: Fixed

Rate of activity: 100%

Starting date: Soon as possible

Only profiles corresponding to our client's criteria will be contacted

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : OZ627271927