

Recruitment Opportunity at EMMI

The European Money Markets Institute is recruiting a Risk & Compliance Support Officer – Apply Now!

About the European Money Markets Institute

The European Money Markets Institute develops and administers robust benchmarks, such as EURIBOR, that are essential for financial markets and the broader economy.

- We believe that harmonised and transparent money markets are key for funding the economy. This brings up economic stability and growth which, in turn, increase society's resilience.
- We act as a trusted partner with a strong sense of ethics.
- We are an international non-for-profit association working for the public good by facilitating the smooth functioning of euro money markets and fostering their further integration.
- We promote labels, such as STEP, standards, and practices that enable harmonised access to markets.
- We explore new initiatives, such as fallback rates, to answer market needs.
- We are a committed and open-minded multinational team which provides a diversity in expertise, ensuring transparency, excellence, and integrity.

The European Money Markets Institute was founded in 1999 – along with the introduction of the euro – by the national banking associations of the Member States of the European Union. Based in Brussels, the Institute has Europe anchored in its DNA.

More info about EMMI can be found [here](#).

Position specifications

Your team	<p>You will be part of the Second line of defence's team.</p> <p>The second-line functions are responsible for the development and implementation of risk management and compliance practices across EMMI. They are responsible for monitoring EMMI's adherence to relevant laws, regulations, and supervisory guidance, and for providing advice to the first line of defence on the control framework and relevant measures for risk mitigation on all processes.</p>
Your role	<ul style="list-style-type: none">• Support the Risk Officers in the organisation of the Audit & Risk Committee of the Board of Directors, including planning, document management, alignment with the teams providing input to the Committee discussions, and drafting of minutes;• Support the Risk Officers in risk reporting activities by analysing data, collecting input from relevant teams in EMMI, drafting the reports, preparing monthly sessions with the Management Team, maintaining the risk register;• Support the Compliance Officer in maintaining EMMI's corporate documents framework: this includes follow-up with the various internal stakeholders for the review of policies, procedures etc, updating the necessary records with the most recent documentation and data, verifying the correctness of versioning data and supporting in the compilation of the annual review report;

	<ul style="list-style-type: none"> • Support the Compliance Officer in the implementation of the regulatory reporting framework internally at EMMI and support the reporting to the supervisory authorities, including coordination of activities to answer supervisory requests; • Support the Compliance Officer in performing Compliance testing and prepare various reporting to EMMI governing bodies; • Support scanning the regulatory horizon, performing screening searches, compiling information for third-party due diligence and risk assessments; • Support the preparation of Risk & Compliance training and awareness sessions; • Support contract management activities with the Internal Audit and the Information Security function.
Your qualifications and experience	<p>You have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Master in Law, Economics or Political Sciences or in similar disciplines; • • +/- 2 years of relevant experience in procurement, legal, risk, compliance etc • Good knowledge of MS Office (Word, Excel, Outlook, Power Point, SharePoint); • Excellent command of English and another language of the EU (oral and written); • Previous experience with data management is a relevant plus; • Previous exposure to compliance and risk management topics is a relevant plus.
Your skills	<p>You demonstrate the following skills:</p> <ul style="list-style-type: none"> • Analytical skills and Critical thinking; • Solution-oriented; • Communication & change management skills.
Your behavioural attributes	<p>You commit to implement the following behavioural attributes</p> <ul style="list-style-type: none"> • Teamwork: we work in an environment of trust, we favour the exchange of information and stimulate the debate of ideas; we support each other in order to achieve the same common goal; • Accountability and result oriented: we are committed to focussing on effective results and we stand accountable for our actions and their consequences; • Learning and developing: we seek constantly to develop our abilities, knowledge and skills and embrace acquiring new skills.
Our values	<p>Our values are the following :</p> <ul style="list-style-type: none"> • Transparency and harmonisation: we promote transparency and harmonisation as we believe that transparent and harmonised financial markets are key for funding the economy. This brings up economic stability and growth, which in turn increase society's resilience; • Integrity: we act as a trusted partner with a strong sense of ethics; • Operational excellence: we deliver the best possible output quality following robust, resilient, and efficient processes.
We offer	<ul style="list-style-type: none"> • A temporary contract of 12 months • The advantage of a small organisation fostering a collaborative, dynamic and international environment; • Contributing to challenging work assignments; • Benefiting from flexible working time and homeworking possibilities; • A competitive salary package.

Risk & Compliance Support Officer – Apply Now!

Are you ready to take the next step in your career? Join our dynamic team at EMMI as a Risk and Compliance Support Officer! If you're seeking an impactful role in a collaborative and engaging environment, we look forward to receiving your application!

How to Apply:

Send your application to recruitment@emmi-benchmarks.eu. Please make sure to include your CV, a motivational letter (with salary expectations), and two references. Only shortlisted candidates will be contacted.

Application Deadline:

Don't miss out! Submit your complete application by **Sunday, 6 April** to be considered for this role.

Interview Process:

- Shortlisted candidates will be **notified by 10 April**.
- The first round of interviews will be held via Teams on **15 & 17 April**.
- If selected for the next stage, you will be invited to the second and last round of interviews that will be conducted in person at the EMMI Office (56, Avenue des Arts, 1000 Brussels) between **23 & 24 April**.