

BK Group is an international financial, administrative and corporate services provider with offices in Curacao, Luxembourg and the Netherlands.

We wish to expand our team in Amsterdam with a legal account manager to manage the corporate governance and compliance of a varied portfolio of international operating businesses, Real Estate investment companies and Private Equity funds.

Job Title: Account Manager (Legal)

Job description:

As Account Manager (Legal) you are working in a team to service international clients in respect to their Dutch Legal Entity. The functions of the Dutch legal entity vary for each client and range from investment vehicle to (start-up) operational business active in the Netherlands and Europe. You manage a portfolio of companies in a team with a Financial Officer and a Support Officer and are the day-to-day contact for our clients supporting transactions they wish to engage in but secure the compliance and governance of both the transactions as well as the legal entity as a whole.

Your responsibilities:

- Compile, review, interpret legal documents such as contracts and resolutions;
- Secure compliance with AML and Sanction regulations on transactions entered into;
- Secure compliance with ASTO (Act on Supervision of Trust Offices) on the KYC – client file;
- Secure compliance with Dutch Law in general and securing the companies act in accordance with the statutory provisions and contractual obligations entered into by the companies;
- Contact with Tax Advisors, Accountants, Lawyers, Notaries to secure diligent processing of transactions and compliance;
- Management of your team of Support Officer and Financial Officer to secure proper provision of services and meeting of all obligations in a timely manner;

Your profile:

- Several years experience in similar position mandatory;
- Good commercial and customer relation skills;
- Legal degree preferable Dutch Corporate Law;
- Trust Officer diploma would be a relevant asset;
- Good communication skills
- Fluency in English language spoken and written
- Accurate and stress resistant
- Reliable and strong personality with a hands-on approach
- Driven to maintain and improve quality of governance and compliance processes

Our offer:

A challenging job in a dynamic environment in a company that is rapidly growing. Furthermore we encourage your development through education that is complementary to your position. Excellent salary and fringe benefits.

Reply:

You can send your application with CV to via e-mail to recruitment@bkgroup.com.

ACQUISITION IN RESPONSE TO THIS VACANCY IS NOT APPRECIATED!

