

Position: Consultant – Licensing Services

Location: Nicosia

Key Responsibilities:

- Regulatory reporting to competent authorities (CySEC, Central Bank of Cyprus, FCA etc.) under MiFID, CRR/CRDIV, EMIR, AIFMD and other regulatory frameworks;
- To undertake part of the application procedure to CySEC and other competent authorities;
- To be responsible for the collection of documentation, maintenance of check lists and follows up with the clients. It is required to report to the supervisor/manager about the status of the application;
- To update other member of staff and clients about updates in legislation;
- Coordinate administrative procedures necessary for the execution of the assignments;
- Communicate and provide consultancy support to Investment Firms and Financial Institutions;
- Communicate with Competent Authorities;
- Communicate with Internal Audit, Licensing and Compliance teams;

Qualifications:

- Bachelor's degree in Law from a reputable university;
- Master's degree in Law will be considered as an advantage;
- Excellent command of the English and Greek language;
- Related working experience will consider as an advantage;
- IT expertise;
- Very good reporting skills;

Competencies:

- Ability to follow instructions and meet deadlines;
- Strong interpersonal and communication skills
- Time management and organizational skills
- Strong personality with the ability to take initiative and identify solutions
- Client service driven
- Multitasking abilities
- Working with others and as a member of team in order to finalise an assignment
- Passion for excellence
- Willingness to learn at all times
- Ability to work under pressure
- Attention to detail and procedures
- Proactive and problem solving attitude
- Professionalism, integrity and trustworthiness
- Dependable and reliable

Applicants should email their CVs to hr@treppides.com.

For further information please contact:

HR Department

22-678944

Treppides Tower

9 Kafkasou Street, Aglantzia

CY-2112, Nicosia, Cyprus

All applications are treated with strict confidentiality