

Bitcoin Suisse is the Swiss crypto-native pioneer and trusted gateway to crypto asset investing. As the leading crypto financial service provider in Switzerland, we operate across the most relevant crypto exchanges and provide brokerage, custody, staking and other crypto-related services at the forefront of technical innovation. We are as dedicated to our clients as we are passionate about cryptocurrencies and the underlying blockchain technology. We make things happen and have helped to shape the crypto and blockchain ecosystem in Switzerland as a driving force in the development of the 'Crypto Valley'. Bitcoin Suisse is headquartered in Zug with offices in Copenhagen, Vaduz and Bratislava and targets (ultra-) high-net-worth private individuals and institutional clients.

Compliance Officer Onboarding, AML/KYC

In this role, you serve as the primary point of contact for our Relationship Managers concerning all due diligence and AML/KYC-related inquiries during client prospecting, onboarding and lifecycle management. You actively participate in the entire onboarding process, proactively identifying, assessing and addressing any potential compliance risks. Furthermore, you advise the Relationship Managers, verify their due diligence requirements and conduct your own independent review. Your support extends to assessments and periodic reviews throughout the entire client lifecycle, including special due diligence of higher risk clients. Additionally, your role requires the establishment and facilitation of clear, constructive communication channels within both the Compliance Department and the first Line of Defense.

You will have the following responsibilities

- Responsible for the KYC (Know-Your-Client) and CDD (Client Due Diligence) reviews for new account openings and periodic reviews (including transaction pattern), of low to high-risk clients to ensure they are compliant with internal policies and external regulations such as the CDB20, VQF Regulation and AML rules
- Ensuring new and existing accounts are documented correctly, including special requirements such as PEP status, sanctions compliance and reputational risk management
- Contact person for AML escalations related to transaction monitoring and negative media screening
- Review and investigate complex cases involving potential compliance and/or reputational risks and developing as well as implementing mitigating measures
- Supporting on suspicious activity reports to the MROS, ensuring timely and accurate reporting
- Providing advice to Relationship Managers regarding KYC and CDD topics
- Identifying and assessing potential reputational or anti-money laundering risks related to the account and ways of minimizing them in accordance with the risk-based approach of the company and applicable regulations
- Initiate escalation procedures for high-risk prospects or existing clients by evaluating KYC accuracy, completeness and plausibility, as well as summarizing the risks identified in the form of remediation measures, whenever possible, for the approval of the high-risk client
- Undertake additional clarifications by investigating with front units, running adverse information and transaction monitoring checks and requesting or reviewing corroborating
- Communicate with stakeholders across the company on compliance-related topics

What you bring along

- Degree in law, economics, finance, or similar
- At least 5 years of Compliance experience in a Swiss financial institution or audit/consulting firm
- Solid understanding of Swiss AML regulation and due diligence obligations (CDB20, AMLA, AMLO-FINMA, VQF-R)
- Strong knowledge of different structures utilized as investment vehicles (e.g. personal holding company, partnership, trust/foundations, underlying companies, funds etc.)
- Experience in client onboarding, transaction monitoring, and sanctions screening
- Previous experience in using the go-AML tool for submitting suspicious activity reports to the MROS is a plus
- Strong organizational skills and ability to meet deadlines
- Interest in blockchain and cryptocurrencies as well as understanding of the FinTech industry is a plus
- Strong communication skills and ability to be adapt to a fast-paced business environment
- Fluent in English, German and any other languages highly desirable

What we offer

- **Expertise:** Work with crypto native experts
- **Culture:** Positive and supportive team culture that relies on common goals, ambitions and values
- **Activities:** Regular team events and activities
- **Ownership:** High level of autonomy and responsibility
- **Crypto Salary:** Option to get a part of your salary in Bitcoin and/or Ether
- **Fitness:** Sport over lunch activities
- **Location:** Office location in crypto valley right next to the train station of Zug
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 10 days a year to combine work and travel

Please note that for this position, only direct applications with a valid working permit for Switzerland will be considered.

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