



## ABOUT US

Deutsche Oel & Gas S.A. based in Luxemburg is the holding company of the Deutsche Oel & Gas Group which is focused on the exploration of natural gas and crude oil in the Cook Inlet basin, Alaska. The Deutsche Oel & Gas Group holds the majority of the mineral rights which entitle it to explore and produce crude oil and natural gas in a 337 square-kilometres area called the "Kitchen Lights Unit" located within the Cook Inlet basin.

## YOUR ROLE

The purpose of this position is to act as the Compliance Officer for Luxemburg. The candidate will have oversight of the day-to-day compliance activities, ensuring on-going compliance with applicable regulation by effectively implementing the Groups compliance strategy and providing regular relevant updates to the Board of Directors.

## YOUR RESPONSIBILITIES

- Preparation of the relevant documentation for the incorporation of new companies;
- Liaison with banks and external lawyers in relation to incorporation and day-to-day business;
- Day-to-day administration of the domiciled companies in compliance with statutory and legal requirements, including statutory filings, publications and fulfillment of formalities including KYC and due diligence procedures;
- CSSF quarterly reporting, regulatory file updates;
- Serve as a first point of contact for the regulator and act as the registered Compliance Officer towards the CSSF;
- Keep the Luxemburg maintained policies and compliance procedures up to date;
- Input provision for the implementation of new regulatory obligations and requirements;
- Filing of the different suspicious AML activities;
- Drafting and negotiation of contracts;
- Preparation of the general meetings of the shareholders of the companies;
- Preparation of the meetings of the Board of Directors of the companies and preparation of the minutes of these meetings;
- Preparation of legal documents (agreements, powers of attorney, etc.);
- Liaison with internal and external advisors and administrative follow-up of sophisticated transactions, coordination of the execution of the relevant documentation for signings and closings;
- Administrative follow-up in relation with contractual and legal obligations;
- Assist the accounting team in the booking of the various aspects of the transactions;
- Assist in the preparation of the annual accounts, tax returns and other statutory requirements;
- Assist the fund administrators in legal issues;
- Manage legal issues of Luxemburg office.

## YOUR PROFILE

- University Degree in Law;
- Excellent knowledge of Luxembourg company law;
- At least 3 years of professional experience in the finance industry or in a law firm with focus on funds and/or hedge funds business;
- Experience in a compliance role within the financial services sector is an asset;
- Preferably Luxembourg lawyer;
- Understanding of accounting issues;
- Excellent knowledge of the regulations, the key actors and the legislation governing the financial sector in Luxembourg;
- Excellent communication and coordination skills;
- Stress resilience and ability to work under pressure;
- Good self organization, ability to work independently with minimum supervision;
- Strong communication skills (both in written and verbal);
- Fluency in english and french, knowledge of german would be an asset;
- Strong sense of professional responsibility;
- Problem solving skills and great attention to detail.

## CONTACT

If your skills and experience meet our requirements, please send your application including credentials with the following reference «**Chief Compliance & Legal Officer**» via email to [hr@deutsche-oel-gas.com](mailto:hr@deutsche-oel-gas.com).