



**BNP PARIBAS**

## **Corporate Trust Operations Officer**

### **About the job**

- The Corporate Trust Operations Officer is responsible for analysing and integrating missing data in the systems, performing the consequent controls according to the procedures in place and ensuring that SLAs are met

### **Your Main Activities Are**

- Process activities following the operational procedures in place, ensuring the SLA is met and perform the tasks according to work allocation
- Performing the controls according to the procedures and risk mapping (checklists, 4 eyes check, among others)
- Analyse and integrate missing data in the systems while comparing data from different sources ensuring its reliability
- Manage queries, while understanding the different priorities and forward the requests to the respective departments
- Ensure escalation of non solved queries and potential incidents
- Extract reports, gather information and provide information to support the decision process and/or oversight duties
- Ensure client satisfaction by following up on their instructions, ensuring that queries are dealt in a timely manner and respecting the norms and standards
- Training the newcomers, smoothing the onboarding process
- Sharing continuous improvement projects by raising improvement points and contribute to implement them
- Contribute to a good team atmosphere and follow the Group's code of conduct

### **Profile and Skills to Success**

- Bachelor's degree in Economics, Finance or Accounting
- Relevant experience in Banking and Financial Operations
- Fluent (C1-C2) English level
- Proficiency in MS Office Pack (namely Excel)
- Ability to collaborate / teamwork
- Attention to detail / rigor
- Client focused
- Organisational skills
- Critical thinking
- Ability to deliver / results driven



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# Consulting & Transformation Senior Business Manager

## About the job

- The Senior Business Manager will have a transversal focus on leading all operational management topics of the Consulting & Transformation Team, particularly Financial Management and Performance, Governance, Project data quality, Recruitment and Campus Management actions, Training initiatives, Team Events and other Communication processes. This position may require recurring interactions with the C&T Teams onshore counterparts, particularly their respective COOs

## Your Main Activities Are

- Act as the main point of contact for C&T onshore counterparts, particularly COOs, participating in their respective governances if requested
- Act as the main point of contact for all Finance related topics across all C&T Teams
- Coordinate budget requirements (FTEs and Cost) with Team Members and monitor it throughout the year, supporting presentations to Sr Management when needed
- Monitor the portfolio of projects including the data quality management, actuals vs budget, invoices, client satisfaction and case studies
- Bridge with HR and other counterparties to coordinate internal and external trainings
- Support the recruitment process for all C&T Teams, incl. the organization of Campus mgmt. initiatives if need be, and ensuring that HR and Finance data sources are updated and matching
- Act as the reference point for Internal Audit and other parties (SLA management)
- Coordinate all C&T Internal Governance events
- Monitor the progress of internal development projects, reporting to management when needed (e.g. creation of new trainings, value proposition definition)
- Participate in the organization of key team events (e.g. monthly scope meetings, yearly christmas and summer party) proactively suggesting ideas for the agenda and supporting the logistics

## Profile and Skills to Success

- Master's Degree in Business Management or related areas
- 5 to 7 years of experience in Project Management and Consulting or Financial Analysis and Advisory
- English fluent
- Proficient in Microsoft Excel and Powerpoint
- Analytical ability
- Ability to set up relevant performance indicators
- Proficient in Accounting, Financial and performance analysis
- High organizational skills, results driven
- High attention to detail and ability to synthesize and simplify



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## CCCO Risk Analyst

### About the job

- Reinforce the overall Corporate and Institutional Banking (CIB) first Level of Defence on Conduct and Permanent Control, with a global scope encompassing all Business Lines and regions, and in line with Group policies or supervisor's recommendations
- Support the CIB Chief Conduct Control Officers [CCCOs] and CIB Executive Management to manage the Non-Financial Risk Management framework

### Your Main Activities Are

You will actively take part and support the CIB CCCO Central Paris team and will have the following key, but not limited to, responsibilities:

- Support and facilitate the continuous improvement of the Risk Management Framework at CIB level on all non-financial risks (operational, conduct, fraud, third party, compliance, regulatory...)
- Produce periodic and ad hoc reports on Recommendations, Past Due Annual Review of Counterparties Credit Files, Historical/Potential Incidents, Conduct metrics and Mandatory Trainings to facilitate operational risk reporting to CIB Top Management (CCCOs, CIB Executive Management)
- Alert the management to key indicators analyzed that do not comply with Group and CIB guidelines and external obligations
- Analyze and monitor the recommendations issued by Internal & External Auditors and Regulators and allocate to the appropriate business line, process and risk according to the Group and CIB taxonomies
- Analyze internal Audit reports to produce executive summaries for CIB Top Management and CIB community
- Coordinate, support users, manage accesses, monitor traffic, promote and improve specific CIB tools
- Analyze and reconcile data, perform controls, investigate root causes of issues and escalate inconsistencies
- Act as a representative of CIB CCCO Central team towards the CIB first Level Of Defence community, ensure the coordination between teams, data providers and IT and a timely response to their requests
- Assist CIB CCCO Central Paris team in delivering the projects, in process automation, simplification and enhancement of dashboards
- Contribute to the preparation of the Steering, Executive and Operational Committees.
- You will need to be or become very familiar with the CIB organization and with operational risk management technics in CIB
- You will interact with many collaborators in the CIB world, at the regional or business line levels, with second line of defence and with IT functions, to manage non-financial risks to relay CIB business needs
- You will have a chance to develop your knowledge on the various CIB métiers and processes, as well as on risks that the CIB métiers face

### Profile and Skills to Success

- Bachelor's in Business Management, Economics, Finance, or related
- At least 2 years of relevant professional experience in Risk Management
- English fluent
- Proficient in MS Office, especially with EXCEL
- Proficient in Tableau, VBA & Power BI



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- Strong analytical skills (Capacity to synthesize and understand complex projects / processes)
- Advanced knowledge of data management (data integrity, consistency, ownership, ...)
- Ability to develop and adapt a process
- Organization & Strategy; Good understanding of CIB organization
- Strong communication skills up to senior management level
- Highly organized and ability to multi-task
- Rigorous, autonomous and proactive
- Team player with high ethics

### **About the Team**

CCCO Central is a transversal CIB team based in Paris and Lisbon and is part of the CIB functions

- CCCO Central acts, on behalf of the CIB CCCO (“CIB Chief Conduct and Control Officer”) as a liaison between the second lines of defense (RISK ORM and Compliance) and the regional and business lines CCCOs of CIB in all their projects in regards with the management of non-financial risk (including regulatory, compliance, business process, conduct, etc.)
- CCCO Central ensure that:
  - CIB controls regulatory objectives are met
  - Permanent Control and Group policy impacts are properly coordinated and guided
  - CIB implication in Supervisory affairs is properly monitored
  - Transversal initiatives are fully reviewed in light of permanent control



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## **CCCO Business Analyst**

### **About the job**

- Support the CIB Chief Conduct Control Officers (CCCOs) and CIB Executive Management to manage the Non-Financial Risk Management framework
- CIB CCCO Central Procedures Office is a team (based in Lisbon and Paris) with a global scope encompassing all Business Lines and regions, ensuring the compliance with Group policies or supervisors' recommendations
- In this context, MyProcedures (by CIB) was created as repository to host Procedures and Not-a-Procedure documents, currently serving as the golden source for CIB procedures Level 3
- MyProcedures (by CIB) and the framework surrounding it count with a community of more than 800 employees, you will be an ambassador of CIB CCCO Central Procedures office throughout the organization
- You will interact with many employees in the CIB world, at the regional or business line levels, with second line of defense and with IT functions, as well as some other Group entities, to manage corpus of procedures to relay CIB business needs
- You will have a chance to develop your knowledge on the CIB organization, as well as on risks that CIB faces

### **Your Main Activities Are**

You will actively take part and support the CIB CCCO Central Procedures Office Paris team and will have the following key, but not limited to, responsibilities:

- Act as a representative of the Procedures Framework towards the CIB Procedures community, ensure the coordination between teams, data providers and IT and a timely response to their requests
- Support and facilitate the continuous improvement of the Procedures Management Framework at CIB level
- Assist Paris team in delivering the projects, in process automation, simplification and enhancement of dashboards
- Ensure audit trail and support documentation (user guides, modus operandi, etc...)
- Define both testing and migration strategies & planning, providing test scenarios and lead UAT testing phase for new releases of MyProcedures...)
- Capture business requirements and propose the most adequate functional solutions involving as well MyProcedures UX designer
- Coordinate, support users, manage accesses, monitor traffic, promote and improve specific tools
- Based on users' recurrent requests or issues, analyze ServiceNow tickets and build KPIs to ensure continuous improvement
- Promote and follow-up with the community on the data quality and rationalization actions initiated by Paris team; analyze and reconcile data, perform controls, investigate root causes of issues and escalate inconsistencies
- Contribute to the preparation of the Steering and Operational Committees as well as to Framework / users committees
- Participate to improving the echonet page/sharepoint for knowledge sharing for our community, and maintain
- Define, develop and execute operational KPI reporting data, alerting the management to key indicators analyzed that do not comply with Group and CIB guidelines and external obligations
- Assist with other relevant BAU tasks



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### **Profile and Skills to Success**

- Bachelor's degree in International Affairs, Business, Economics, Finance, Project Management, Product Management, or related
- Minimum 2 years of professional experience ideally in Risk management solutions and tooling
- English fluent
- Proficient in MS Office, EXCEL advanced
- Proficient in Tableau, VBA & Power BI
- Strong analytical skills (Capacity to synthesize and understand complex projects / processes)
- Advanced knowledge of data management (data integrity, consistency, ownership, ...)
- Ability to develop and adapt a process
- Organization & Strategy; Good understanding of CIB organization
- Business/IT relationship
- Strong communication skills, written and spoken
- Highly organized and with the ability to multi-task
- Rigorous and autonomous
- Results driven - delivering high quality, and high impact work
- Capacity to analyze issues and prioritize based on potential impact
- Ability to challenge conventional thinking
- Creative, open-minded and proactive in the promotion of new ideas
- Fast learner and curious
- Team player with high ethics