

## Legal and Compliance Associate – Full Time / Part Time

### Munich

#### ABOUT US

Twelve Capital is an established independent investment manager specialising in insurance investments for institutional clients. It is also a leading provider of capital to the insurance and reinsurance industry. Twelve Capital has offices in Zurich, London and Munich. Currently the firm manages approx. USD 3.8bn and has over 40 employees.

#### POSITION

We are seeking a Legal and Compliance Associate to join our Legal and Compliance teams who can provide support whilst contributing to the wider development of both functions.

This role will be located in Munich on either a full or part time basis and offers a flexible working environment. The role will provide an exciting opportunity to assist the Legal and Compliance teams in meeting the legal and regulatory challenges of a rapidly growing Group.

#### MAIN RESPONSIBILITIES

- Compliance Monitoring Programme oversight
- Responsible for maintaining adherence to the Group compliance calendar
- Assist with AML monitoring, due diligence and KYC requests
- Assist in the preparation and implementation of internal/ external audits
- Provide legal advisory in relation to corporate and asset management related matters
- Assist the Head of Legal with corporate housekeeping and commercial contracts
- Coordination and maintenance of various registers (e.g., Conflicts of Interests) and inventories (e.g., contracts)

#### QUALIFICATIONS and EXPERIENCE

- Experience gained within a regulated environment, preferably within an authorised asset/ investment manager, investment firm or an audit/ consulting firm. Sound knowledge of applicable regulatory regimes, rules and regulations
- Law degree or professional equivalent in a relevant discipline, professional qualification desirable
- Understanding of both German and EU legal and regulatory requirements
- Demonstrable research skills regarding forthcoming regulatory and legal developments, assessing and determining the impact to the business
- Knowledge of financial markets, investment products and asset classes and willingness to expand knowledge further
- Strong attention to detail with a structured approach and the ability to deal with confidential information in an appropriate and sensitive manner
- Excellent communication skills with the ability to explain complex concepts in simple terms
- Collaborative, pro-active team player with a hands-on mentality and an ability to adapt and problem solve
- Excellent command of both written and oral German and English
- The right to work in Germany

Please send your application via [LinkedIn](#).