

HBM Group, established in 1991, is a leading independent international financial service provider with offices and/or representation in multiple jurisdictions in Europe, Caribbean and Latin America. As a professional, client-oriented, family owned group of service companies, HBM Group is focused on delivering comprehensive international company solutions. For the HBM group office in The Netherlands, Deloitte Dutch Caribbean is looking for candidates for the positions as mentioned below.

Account Manager Legal (for the Amsterdam Office)

The Position

As Account Manager Legal you are responsible for managing the day-to-day legal, corporate and administrative affairs of a designated client portfolio. You maintain contact with and provide holistic services to clients. You're a real partner in business of your clients, providing services as if the client's company is your own. You identify and provide prompt follow-up to requests, needs and commercial leads and opportunities and take care of the legal documentation. You maintain accurate legal records and provide corporate secretarial, administrative and -reporting activities as well as executing liquidation processes of client organizations. Furthermore you keep contact and coordinate activities with internal and external stakeholders such as financial institutions, external advisors etc. You familiarize yourself with and adhere to internal and external regulations, compliance and risk policies and procedures. You report to the Regional Director of HBM Netherlands B.V.

Your Profile

You have a Bachelor's and/or Master's Degree in Law studies and at least 3 years of relevant experience. You have proven experience in financial services, international law, tax or trust environment. Experience with Viewpoint is considered an advantage. You have affinity with Dutch supervisory law. You are a team player and you are able to develop, nourish and maintain good relationships with clients and stakeholders. You have analytical, problem solving and well developed people skills. You are eager to learn, good at multi-tasking, and you have a hands-on mentality. You take pride in delivering comprehensive, swift and high quality services to clients, while adhering to internal and external regulations, compliance and risk policies and procedures. Furthermore you have excellent written and oral communication skills in English and Dutch. Any additional language is considered an advantage.

Account Manager Finance (for the Amsterdam Office)

The Position

As Account Manager Finance you play a critical role in the success of our business. You are responsible for financial corporate account management of a designated client portfolio. You maintain contact with and provide holistic services to clients. You're a real partner in business of your clients, providing services as if the client's company is your own. You identify and provide prompt follow-up to requests, needs and commercial leads and opportunities and take care of the financial and fiscal documentation, corporate secretarial, administrative and -reporting activities as well as executing liquidation processes of client organizations. Furthermore you keep contact with and you coordinate activities with internal and external stakeholders such as financial institutions, external advisors etc. You familiarize yourself with and adhere to internal and external regulations, compliance and risk policies and procedures. You report to the Regional Director of HBM Netherlands B.V.

Your Profile

You have a Bachelor's Degree and/or a Master's Degree in Business Administration or Accounting and at least 3 years of relevant work experience in financial services. Work experience in trust services is a plus. Experience with Viewpoint is considered an advantage. You have affinity with Dutch supervisory law. You can comprehend and manage complex international clients and finance structures. You are a team player and you are able to develop, nourish and maintain good relationships with clients and stakeholders. You are efficient, reliable and trustworthy. You have well developed people skills, are eager to learn, and you have a hands-on mentality. You take pride in delivering high quality services to clients, while adhering to internal and external regulations, compliance and risk policies and procedures. Furthermore you have excellent written and oral communication skills in English and Dutch. Any additional language is considered an advantage.

The Offer

Our client offers an excellent compensation package and dynamic positions in a pleasant professional working environment.

Procedure

For further information about the organization and/or the positions you can contact Tirza Garmes-Daal, Manager Human Capital Consultancy, Learning & Assessments at Deloitte Dutch Caribbean (+599 9) 433 3333 or (+599 9) 6853945. Please send your application letter and resume to hrm@deloitte.com, no later than July 11, 2016. You will receive a confirmation within two days, if not please contact us. An assessment may be part of the selection process. Your application will be handled confidentially.

