
CDD Specialist

September 2021

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DIF Capital Partners

DIF Capital Partners (“DIF”) is a leading global private markets fund manager headquartered in Schiphol, the Netherlands. DIF has circa EUR 9 billion of assets under management, which it manages on behalf of (international) institutional investors in different funds. The DIF funds are investing in high-quality infrastructure projects and businesses including public private partnerships, utilities, (renewable) energy, telecom and transportation investments in Europe, the Americas and Australasia. In addition, it is fundraising credit funds targeting the infrastructure debt and private debt markets.

Team profile

The DIF team across 10 offices worldwide consists of over 160 professionals working on a variety of disciplines, mainly fundraising, origination / investments, finance / accounting / reporting, and asset management. DIF’s Amsterdam office has over 60 employees and is located in the World Trade Center (WTC) at Schiphol whereas the other offices are located in Frankfurt, London, Luxembourg, Madrid, New York, Paris, Santiago de Chile, Sydney, and Toronto.

The CDD team is a five-person team based in Schiphol with a hands-on mentality as part of the first line supporting the Investments, Investor Relations & Business Development and Exit teams based around the world as well as supporting CDD on DIF and its funds.

Please visit our website www.dif.eu to read about our history, investments and culture.

Job description

DIF Capital Partners is looking for a Specialist Customer Due Diligence (CDD) to identify and mitigate integrity risks, as part of DIF’s first line supporting the client-facing teams with their CDD needs.

Role description

In the role you will perform detailed CDD and assess the money laundering, fraud, sanctions and terrorist financing risks of new and existing customers. Should your investigation identify a potential risk, then you objectively determine and advise on whether such risk stand in the way of a relationship with DIF. You will occasionally have direct contact with DIF’s diverse international “customers”, which are professional investors, co-shareholders, buyers and sellers of our investments, and other business relations. You will also have continuous contact with various colleagues across the globe. Through your work DIF will have better insight into our “customers” thereby mitigating financial, regulatory and reputational risks to the firm.

General tasks include, but are not limited to:

Customer focus, an analytical mind, the drive to unravel complex matters and communication skills are indispensable qualities for this role. You make sound decisions, based on your own judgment, knowledge and experience, carefully weighing all risks and interests. In addition, you look at things from multiple sides and in case of differences of insight you convince in an honest manner, based on content and with an eye for the relationship. You are able to guide colleagues through the thought processes of our CDD assessment and you are their partner in doing business.

- Together with colleagues responsible for the client relationship, collect the required client information and put together a complete and compliant CDD file:
 - Collect, analyse and assess, verify and archive legal and Know Your Customer (KYC) documentation, identify Ultimate Beneficial Owners (UBOs) and Politically Exposed Persons (PEPs);
 - Identify and analyse integrity risks of DIF’s diverse counterparties, fully understanding and assessing their complex structures, and weigh these risks;
 - Review of Transaction Profiles as part of Transaction Monitoring before submission to the Finance Team.
- Independently carry out risk analyses and investigations for the acceptance of customers and ensure the (re) acceptance of existing customers in the event of changes and / or periodic reviews.
 - Create a profile in the CDD tool for screening (adverse media, PEP, sanctions) purposes, including analyses of the results and identifying areas for review;
 - Carrying out regular CDD reviews, as a result of ongoing portfolio monitoring in line with internal guidance and agreed policies and procedures;
 - Alert and hit management;
 - Trigger event review.

- Remediation of existing CDD issues where required:
 - Maintain high-quality relationships internally and externally and convince customers of the necessity of the investigation and the provision of the correct information;
 - Act as a content expert and a source of information for your colleagues, you are a team player and sparring partner;
 - Work closely with the experts in DIF's second line of defense Compliance team to ensure top quality analyses and continuously improve DIF's CDD policies, processes, and tooling;
 - Communicate and report independently to Compliance e.g.:
 - Potential unusual transactions;
 - High Risk Clients to obtain Compliance Advice and completion of the internal approval process.
- Pro-actively follows new developments related to AML and CDD developments.

Qualifications

At DIF we have a diverse, inclusive and inspiring working environment for all employees. We work hard to create a fulfilling working environment enabling personal fulfilment and development. We encourage an inclusive culture where people can be themselves, are valued for their strengths and are empowered to be the best they can be.

The ideal professional must have:

- a HBO or WO diploma in (business) economics, legal services or criminology;
- at least 4 years of work experience in a CDD / AML related position;
- in-depth knowledge of and insight into the CDD / AML requirements and regulation in financial services, current legislation and regulations and legal structures;
- experience in the investment structures used in specialist areas such as private equity, trust, or real estate, and have demonstrable experience with extensive to complex cases involving business customers and financial institutions such as pension funds and insurers;
- strong analytical skills and strong risk awareness; ability to recognize the sector risks, and understand organizations with foreign legal forms. For these groups you are able to independently assess all risk indicators and CDD risks;
- excellent communication and interpersonal skills;
- team player, independent, hardworking, eager to learn and accurate;
- understanding of how business relationships and organizational structures work;
- fluent Dutch and fluent English both spoken and in writing;
- sense of humor.

Compensation package

DIF offers:

- an attractive gross monthly salary depending on education, knowledge and work experience;
- discretionary bonus;
- allowance for commuting when you travel by second class public transport;
- premium-free pension scheme.

This is an outstanding opportunity to join a highly-regarded and fast growing international fund management company. You will be working in the forefront of DIF's business and become a driving force in the further build-out of DIF.

Interested? Please email your application accompanied by a cover letter to careers@dif.eu. Ability tests and a background check will be part of our selection procedure.
