

Photon Energy Group delivers solar energy and clean water solutions worldwide.

Working in the renewable energy arena for over 15 years, we continue to expand and are adding new business lines, markets and positions to our team.

We are a team of over 300 employees worldwide, spread across offices in Prague, Sydney, Warsaw, Budapest, Bucharest, Lodz, Amsterdam, etc. Not only do we believe in the potential of clean energy solutions, but we also live by these principles at work and in our employee community. As a public company, Photon Energy Group is transparent in its regular reports to the stock market and open to new suggestions from both employees and investors.

For more information, visit photonenergy.com.

To strengthen our finance team, we're looking to fill the following position based in our Prague office:

Compliance Officer

Responsibilities

- ▶ Preparing, implementing and checking compliance with the Group's internal policies and guidelines (GDPR, antibribery, misconduct, travel, donation policy, work regulations, etc.)
- ▶ Monitoring and continuous improvement of compliance processes (KYC, OHS, KYS, etc.)
- ▶ Monitoring the current status and forthcoming legislation in the Group's jurisdictions and areas of interest (energy, labour, project development)
- ▶ Participating in drafting corporate governance and other applicable reports for reporting purposes
- ▶ Conducting research in applicable compliance areas (EU laws, OECD guidelines, Data Protection Office guidelines, etc.)
- ▶ Co-managing the Group's whistleblowing channel
- ▶ Participating in the training of employees in the areas of compliance and ESG
- ▶ Drafting meeting minutes and organising compliance department files

Requirements

- ▶ University degree (in law, finance or business administration) from a recognised university in the Czech Republic
- ▶ Minimum of 2 – 5 years' experience in a compliance department
- ▶ Fluent in Czech and English (C1/C2)
- ▶ Ability to work under pressure and manage changing tasks and to prioritise and work independently under general instructions on a variety of activities
- ▶ Deep knowledge of and experience with negotiating and reviewing policies, contracts and corporate documentation
- ▶ Analytical skills with strong attention to detail
- ▶ Strong moral code and sense of ethics

- ▶ Enthusiastic about renewable energy
- ▶ Excellent communication skills
- ▶ Proficiency in Excel, Word and PowerPoint

Our Offer

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Work in the promising sectors of renewable energy and clean water solutions
- ▶ Multisport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ Meal card with the contribution from employer
- ▶ Flexible working hours and occasional home office
- ▶ 5 weeks of vacation
- ▶ 3 sick days and 1 CSR day throughout the year
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station by foot) with a relaxation zone and indoor terrace
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares on your personal brokerage account as a bonus to your monthly salary)

If you are interested in the position and fulfil the above requirements, we would love to hear from you. Please send a CV along with a recent photograph to careers@photonenergy.com.

Working location:	Karolinská 661/4, 186 00 Prague 8 (Karlín)
Type of employment:	Full-time
Length of contract:	Unlimited
Required languages:	Fluent English and Czech (C1/C2)