

(Junior/Senior) Fund Manager (m/f/d)



Client relationship

- Be the first point of contact for client and investor requests;
- Coordinate the setup of the fund structure as well as the implementation of the relevant contracts, SLA/OM in cooperation with the external lawyers and service providers;
- Co-ordinate with internal and external service providers over the full life cycle of the fund;

Liquidity Management

- Monitor the capital calls and distributions within the fund structure;
- Ensure the recovery of cash to investors in compliance with the prospectus of the funds;
- Manage the cash effectively at all levels;
- Invoice processing / co-ordination;

Fund Accounting and Audit

- Ensure timely and accurate calculation of the Net Asset Value of the AIFs;
- Monitor the yearly audit process and liaise with the auditor and other stakeholders;

Reporting

- Monitor and perform the ongoing reporting process (e.g. investor, client and regulatory reporting);

Other Compliance

- Ensure compliance with tax and legal obligations advice as given by Legal and Tax service providers of the fund;
- Setup and ensure the compliance of the contractual obligations of the fund (prospectus, articles of incorporations, joint venture agreements etc.);

Requirements / relevant experience in the financial sector

- **Junior Fund Manager:** <3 years
 - **Fund Manager:** 3 - 7 years
 - **Senior Fund Manager:** 7+ years
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- Good knowledge of alternative investment fund structures;
 - Fund accounting knowledge (either Lux GAAP or IFRS);
 - Extensive knowledge of Luxembourg investment laws, in particular the AIFM law;
 - Fluent in English and German;