

# FUNDS SERVICES TRAINEE

**Join our Funds Services dynamic and international team in Luxembourg as a Funds Services Trainee.** As part of a dedicated expert team, you will be responsible for the delivery of Alter Domus' world-class suite of integrated solutions to a portfolio of clients.

## OUR OFFER:

- Several internship opportunities of at least 4 months in duration with the possibility of recruitment for a full-time position upon completion of the internship
- Customized training within a young, dynamic, international corporate atmosphere
- Financial compensation as well as meal vouchers during the internship

## YOUR FUTURE RESPONSIBILITIES

As a Trainee with Alter Domus, you will be responsible for a portfolio of clients and will work as part of a team to achieve and meet their needs. Specific responsibilities include the following:

- Taking care of the day-to-day operations of the funds and following up with third parties, including investors and clients;
- Keeping the funds books and preparing the periodic funds valuations (Net Asset Value), year-end financial statements, CSSF/BCL reporting, and any other funds related reports;
- Assisting in the coordination of year-end audits;
- Assisting in the organisation of board meetings and shareholders' meetings;
- Preparing periodic tax and VAT returns and maintaining relevant contact with the Luxembourg tax authorities and tax advisers;
- Acting as a contact person between shareholders, investment managers, and custodian banks for resolution of any issues that may arise.

## YOUR PROFILE

### What we'll look for on your CV:

- You are pursuing a University degree, preferably in Accounting & Finance and/or are a qualified accountant;
- Strong academic background;
- You are fluent in English (Knowledge of French and/or German will be considered as an asset);
- You are looking for an End-of-Studies Internship;
- Your institution is able to provide an Internship Agreement for the duration of your traineeship.

### What will make you stand out in a crowd:

- You have good communication skills and a strong team spirit;
- You are independent, pro-active, detail-oriented and goal-driven;
- You are able to meet tight deadlines;
- You demonstrate problem solving, analytical and prioritisation skills.

## WHAT WE DO

**Many leading international asset managers, lenders and asset owners choose Alter Domus as their partner for growth.**

**Solely dedicated to alternative strategies, we offer fund administration, corporate services, depositary services, transfer pricing, domiciliation, management company services, loan administration, agency services, trade settlement and CLO manager services.**

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## ALTERNATIVE CAREERS IN FINANCE

**We offer multiple learning and career development opportunities to our network of 3,000 employees across more than 40 offices and desks. Thanks to them we are ahead of the game.**



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## HOW TO APPLY

Please apply to the below offer with your cover letter and updated CV:

[Funds Services Trainee Luxembourg \(alterdomus.com\)](https://www.alterdomus.com)

Our recruiting process, like your entire career, is considered a shared responsibility. During interviews you will have the possibility to discover the company and your future colleagues. We will seize the opportunity to get to know you better.