



**Invest
yourself**

**in the
alternative**

alterDomus*

Funds Services Officer (german speaker)

For our office in Luxembourg, we are currently looking for a FUND SERVICES OFFICER – GERMAN SPEAKER. We offer a dynamic and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

JOB DESCRIPTION:

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:

- You have a bachelor degree in Accounting, Audit or Economics.
- You have 0-2 years of relevant experience in the fields of alternative investment fund administration, audit firms or domiciliation.
- You have knowledge of fund industry, valuation, accounting.
- A basic knowledge in accounting for investment products, ideally with fund-of-funds, single-manager funds, and private equity funds will be considered an asset.
- You have necessary understanding of securities commonly encountered in the fund industry, including equities, bonds, contract for difference, options, and futures, and the ability to account for these securities.
- You are fluent in German and English (knowledge of French will be considered as an asset)
- You possess team spirit, the capacity to build strong client relationships, and take initiative to act without waiting for direction when appropriate

HOW TO APPLY:

Please send your cover letter and your CV addressed to Celia.Orso@alterdomus.com or via our career page on: <http://www.alterdomus.com/careers>

ABOUT US

Independent and possessing more than seventeen years' experience in its field, Alter Domus has become a leader in corporate and management services for private equity & infrastructure and real estate funds as well as listed and unlisted companies.

Our staff of over 2400 people also provides fund administration and financial reporting services. We mentor and develop our employees' technical knowledge and practical skills. We also champion commitment and a customer-oriented mindset.

