

Luxembourg Investment Solutions S.A. (LIS) is a leading third-party Alternative Investment Fund Manager and UCITS management company with a strong focus on Private Equity, Real Estate and Debt Funds.

We help investment managers and investors materialize their investment ideas through turnkey solutions in all aspects of administration and servicing of the investment vehicle and supporting structure.

Due to our continued successful expansion, we are looking for a:

Product Manager Alternatives (m/f)

Your main responsibilities:

Client relationship

- Be the first contact for clients' and investors' 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 providers on the full life circle 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

Accounting and Audit

- Supervise the external service providers to ensure the timely valuation and accounting production
- Validate the financial statements respective NAV calculations
- Monitor the yearly audit process and liaise with the auditor and central administration

Reporting

- Monitor and exercise the ongoing reporting process (e.g. investor, client and regulatory reporting)
- Ensure the timely submission of the fund reporting and documentation in accordance with the fund's reporting calendar

Other Compliance

- Setup and monitor the AIFs reporting / corporate calendar
- Ensure compliance with tax and legal obligations in relation to the given advice of the Legal and tax service providers
- Setup and ensure the compliance of the contractual obligations of the fund (prospectus, articles of incorporations, joint venture agreements etc.)

Your profile:

- Degree from a Business school in Economics or Accounting / Finance
- Minimum 2 - 5 years experience in the financial / alternative sector
- Good knowledge of alternative fund structures / asset classes (i.e. real estate, private equity)
- Good accounting knowledge (Lux GAAP / IFRS)
- Extensive knowledge of Luxembourg investment laws, in particular the AIFM law
- Extensive knowledge of Microsoft Excel
- Native English; German is an asset

What you can expect:

- An innovative, modern business environment
- Team-oriented work
- Performance-based compensation incl. further benefits

If you are interested in becoming part of our team please apply by email to: hr@lis-aifm.lu

Luxembourg Investment Solutions S.A.

Charlotte Steinhardt (HR Officer)
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To find out more about our company and the services we offer to our clients, please visit us at:
www.lis-aifm.lu