

BKN Capital S.A. is an authorized Alternative Investment Fund Manager (AIFM) specialised in building, operating and distributing Alternative Investment Funds. We deliver turnkey fund solutions for alternative investments in a complex regulatory environment. Based in Luxembourg, we are a premium provider of independent fund management services for institutional investors, asset managers, bank and non-bank lenders.

To support our future growth, we are now looking to recruit a

Client Service Manager – Alternative Assets

Full-time position / Part-time position possible

Job description:

As member of our Product Management team, you will be providing product management services for a number of dedicated fund mandates in the alternative sector. Whilst acting as contact for clients and key service providers, such as investment advisors, administrators and depositaries, you will be ensuring customer satisfaction and further develop the client relationship.

The Product Management team oversees the entire life cycle of a fund mandate from set-up to liquidation, usually including the following main activities:

- On-boarding of new investment fund structures
 - Preparation, review, implementation of relevant agreements in cooperation with external parties
 - Reviewing of fund documentation and offering documents
 - Preparation of regulatory filings
 - Ensuring company and regulatory compliance
 - Setup of operational framework
- Overseeing and supporting operational processes, governed by fund documents and internal policies
 - Ongoing asset monitoring in cooperation with depositaries
 - Support of investment processes for new assets
 - Processing of capital calls, subscriptions, redemptions, and/or distributions and payments
 - Support of the NAV preparation process in cooperation with fund accountants
 - Periodic cash-flow and expense monitoring and continuous reconciliation
 - Initial and ongoing due diligence on service providers and delegates
 - Performance of KYC-processes and AML-checks
 - Ad-hoc and ongoing support for RFP processes
 - Prepare required documentation and attend fund board meetings
 - Support the annual audit process
- Contact for initiators, investment managers, service providers and investors
- Facilitator for communication with the internal control and support functions

Your profile:

- Hold an university degree, preferably in economics, finance or engineering
- Have 3 to 5 years of relevant experience in the investment fund industry
- Ideally first fund accounting or fund administration experience, with the ability to monitor and reconcile relevant reporting (assets, capital calls) and the understanding of financial statements
- Knowledge of alternative investment funds and especially illiquid asset classes would be an advantage (infrastructure, real estate, loans)
- Good organisational and communication skills, with an ability to work independently
- Good command of common Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Very good command of English; knowledge of German is an advantage but not mandatory

If you are looking to take a next step in your professional career, please send your resume to recruiting@bkncapital.lu.