

BKN Capital S.A. is an authorised 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

Fund Operations Officer

Full-time position / Part-time position possible

Job description:

As member of our Client Service Management team, you will be providing fund operations services for a number of dedicated fund mandates in the alternative fund sector. Whilst acting as contact for service providers, such as administrators and depositaries, you will be in charge of day-to-day operations and handling requests of Alternative Investment Funds, and following up with all parties involved to ensure customer satisfaction and support the development of the overall client relationship.

Fund Operations oversees the administrative part of a fund mandate from set-up to liquidation, usually including the following main activities:

- Operational on-boarding of new investment fund structures
 - Setup of operational framework
 - Preparation of regulatory filings
- Overseeing and supporting operational processes, governed by fund documents and internal policies
 - Taking care of day-to-day requests from clients, investors, and third parties in coordination with respective client service manager
 - Processing of capital calls, subscriptions, redemptions, and/or distributions and payments
 - Monitoring of periodic cash-flow and expenses as well as continuous reconciliation
 - Supporting of the NAV preparation and review process in cooperation with the fund accountants
 - Supporting the annual audit process by providing data and reviewing the financial statements in cooperation with the fund accountants
 - Assisting with preparation of fund board meetings, drafting of minutes and circular resolutions

Your profile:

- Have 2 to 4 years of relevant experience in the financial sector, preferably in the alternative investment fund industry
- Ideally first experience in fund administration or depositary, with the ability to monitor and reconcile relevant reporting data and understand financial statements
- Good organisational and communication skills, with an ability to work independently
- Good command of Microsoft Office products
- Good command of English; knowledge of German is an advantage, but not mandatory
- Analytical mind with strong sense of providing high quality output

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