

# FUND SERVICES JUNIOR ACCOUNTANT

For our office in Luxembourg, we are currently looking for a FUND SERVICES JUNIOR ACCOUNTANT. 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 English (knowledge of French and/or German will be considered as an asset).
- You possess team spirit, a 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 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.**

