

Senior Fund Administrator (M/F)

Position based in Luxembourg
Permanent contract – Full time

Our client:

Our client is a prestigious and fast growing company offering fund and corporate services.

Your role:

The purpose of this position is to carry out routine day-to-day administration of fund structures under the direction of a Client Relationship Manager.

- Administer a complex range of funds, management companies and associated fund structures and liaise with clients and intermediaries as necessary
- Co-ordinate all company secretarial matters, including attendance and preparation of minutes for board meetings and shareholder meetings
- Process and co-ordinate routine and complex fund operations
- Ensure accurate investor records are maintained and process all investor changes / transfers thereon
- Prepare manual and electronic payment instructions to settle fund expenses and to ensure the maintenance of the electronic payments library
- Ensure staff are trained on electronic banking systems and co-ordinate the opening of new bank accounts
- Ensure regulatory and statutory filings are made in timely manner
- Manage the accounts distribution and filing process
- Act as a mentor to junior staff under the supervision of senior staff

Your skills:

- The candidate will be expected to be studying towards a relevant professional qualification (preferably ICSA Diploma level or equivalent)
- Sound technical financial services knowledge (to be supported by internal trainings)
- Computer literacy skills are essential
- Very good interpersonal skills are required to develop close working relationships with colleagues, clients and business contacts