

Junior Fund Controller (m/f/d), Asset Management (Private Equity)

Location: Luxembourg



SwanCap Investment Management S.A. intends to add a Junior Fund Controller (Private Equity Funds) to its growing team based in Luxembourg.

The position allows the suitable candidate to gain exposure and develop skills in key areas of private equity fund administration and financial controlling. While the position mainly focuses on the oversight of the daily funds operations (e.g. cash flows and execution, fund accounting, investor statements and depositary services), a Junior Fund Controller is also be exposed to asset management activities, including fund management and reporting. At SwanCap, any individual can play an active role in helping to shape her/his field of activity and career opportunities. As a group we are passionate about what we do and are committed to deliver the highest standards of quality and professional excellence.

Duties include:

- Analysis, accounting and record-keeping of capital call and distribution notices received;
- Reconciliation of Fund Accounting, Registrar and Transfer Agent, and Depositary data;
- Help with the preparation of capital call and distribution notices for investors;
- Support the Directors in the preparation of budgets, forecasts and cash flows;
- Direct involvement in cash management and treasury; and
- Supporting the various activities of portfolio management and production of internal and external presentations.

SwanCap at a Glance

SwanCap Investment Management S.A. is an authorised AIFM and is regulated in Luxembourg by the Commission de Surveillance du Secteur Financier (CSSF). Together with its advisor SwanCap Partners GmbH, the SwanCap group is a leading independent private markets investment management platform with a focus on private markets in Europe and North America. Currently, SwanCap has €4+ billion of assets under management, including five highly successful private equity funds. SwanCap is specialized in the private equity / buyout segment following a multi-strategy investment approach by combining primary fund commitments, co-investments and secondaries.

Requirements:

- Strong academic background with a university degree providing good knowledge of finance and accounting
- English fluency is a must; German fluency would be a strong advantage
- Excellent attention to detail and good judgment supported by logical decision making
- Computer literacy with sound Excel and Power Point skills
- The candidate should be confident, possess strong ethics and be a self-starter with the ability to operate as a true team player in a dynamic environment
- Any work experience (full time or internship) with a fund manager/administrator, an accounting/audit firm or in the accounting/finance department of a financial institution or corporate would be a plus

Remuneration:

- Competitive base salary;
- Discretionary bonus; and
- Future potential participation in investment performance related remuneration (e.g. such as carried interest).

Interested to learn more?

Please apply by email to
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