

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 – Fund Operations**

Full-time position / Part-time position possible

### **Job description:**

As member of our Product Management team, you will be providing client service management on fund operations for a number of dedicated fund mandates in the alternative sector. Whilst acting as contact for service providers, such as administrators and depositaries, you will be ensuring customer satisfaction and support the development of the overall client relationship.

The client service manager for fund operations oversees the administrative part of a fund mandate from set-up to liquidation, including the following main activities:

- 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
  - Processing of capital calls, subscriptions, redemptions, and/or distributions and payments
  - Periodic cash-flow and expense monitoring and continuous reconciliation
  - Support of the NAV preparation process in cooperation with fund accountants
  - Support the annual audit process
  - Initial and ongoing due diligence on service providers and delegates
  - Performance of KYC-processes and AML-checks
  - Preparation and attendance of fund board meetings, drafting of minutes and circular resolutions

### **Your profile:**

- Minimum 5 years of relevant experience in the financial sector, preferably in the alternative investment fund industry
- Ideally fund administration or depositary experience, 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 (Word, Excel, PowerPoint, Outlook)
- 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](mailto:recruiting@bkncapital.lu).