

Luxembourg Investment Solutions S.A. (LIS) is a leading third-party Alternative Investment Fund Manager and UCITS management company with a strong focus on Private Equity, Real Estate and Debt Funds.

We help investment managers and investors materialize their investment ideas through turnkey solutions in all aspects of administration and servicing of the investment vehicle and supporting structure.

Due to our continued successful expansion, we are looking for a:

## Senior Fund Accountant/ Administrator - Alternatives (m/f)

### Your main responsibilities:

#### Accounting

- Understanding complex fund structures and accounting in particular for alternative asset classes like real estate, private equity, private debt investment vehicles
- Maintaining general ledgers for a portfolio of allocated clients
- Timely and accurate processing/ reconciling of all fund transactions
- Prepare & validate financial statements/ NAV calculations
- Guiding junior staff members
- Coordinate with clients and auditors on a regular basis
- Monitor and exercise the ongoing reporting process (e.g. investor, client and regulatory reporting)
- Liquidity Management incl. invoice processing/ coordination, monitoring of capital movements etc.
- Participate in ad hoc projects
- Identify process improvements and implement changes

#### Client relationship

- Be the first contact for clients' and investors' requests
- Coordinate the setup of the fund structure as well as the implementation of the relevant contracts, SLA / OM in cooperation with the external lawyers and service providers
- Co-ordinate with internal and external providers on the full life cycle of the fund
- Supervise the internal and external service providers to ensure the timely valuation and accounting production

#### Other Compliance

- Setup and monitor the AIFs reporting (regulatory and client reporting) / corporate calendar
- Ensure compliance with tax and legal obligations in relation to the given advice of the Legal and tax service providers

- Ensure the compliance of the contractual obligations of the fund (prospectus, articles of incorporations, joint venture agreements etc.)

#### Your profile:

- Degree from a Business school in Economics or Accounting / Finance
- Minimum 4 years' experience in the financial / alternative fund industry
- Good knowledge of alternative fund structures / asset classes (i.e. real estate, private equity, private debt)
- Strong accounting knowledge of Private Equity/ Real Estate/ Private debt funds, Holding Companies, SPVs etc. (Lux GAAP / IFRS / IPEV)
- Experience in consolidation would be an advantage
- Knowledge of Luxembourg investment laws, in particular the AIFM law
- Extensive knowledge of Microsoft Office especially Excel
- Fluent in English; German is an asset

#### What you can expect:

- An innovative, modern business environment
- Highly motivated experienced team
- Growth & development opportunities

If you are interested in becoming a part in our team please apply by email to: [hr@lis-aifm.lu](mailto:hr@lis-aifm.lu)

#### **Luxembourg Investment Solutions S.A.**

Charlotte Steinhardt (HR Officer)

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To find out more about our company and the services we offer to our clients, please visit us at:  
[www.lis-aifm.lu](http://www.lis-aifm.lu)