

Grevenmacher, 13 January 2020

Job Description

Finance Operations Manager AIFM (m/f/d)

for **Luxembourg**

About Active Ownership (AOC)

AOC is an independent, partner-managed investment company acquiring significant minority stakes in publicly listed, undervalued small- and mid-size companies in German speaking countries and Scandinavia. We follow an active ownership approach and foster value creation through operational, strategic and structural improvements.

For us, active ownership means that we act as the company's partner to support it long-term. Together with management, we define value-enhancing strategies and measures and are ready to support their implementation as supervisory board members and advisors. We have access to a dedicated pool of experienced industry experts, who help us to identify and realize strategic and operational improvement potential.

As equity investor, we add long-term oriented entrepreneurial thinking to publicly listed companies. Our investor base comprises European family offices and selected institutional investors.

Your main responsibilities/tasks:

- Operational management of the AIFM and leading support for the finance and accounting function
- Collecting, interpreting and reviewing financial information
- Support with audits and assist with statutory audit
- Service management and controlling of outsourcing partners (including contracting)
- Coordinate and conduct due diligence on parties (KYC)
- Support and coordinate during closings and coordinate teams' efforts for structuring/restructuring of transactions, acquisitions, disposals, etc.
- Act as liaison with portfolio management, risk management and operations staff, responsible for organizing share transfers, issuing reporting to investors, etc.
- Assist in the preparation of Board/Advisory Committee materials and investor reporting
- Serve as a key point of contact with business partners and investors
- Contribute to the corporate organization

Your profile:

- At least 3-5 years' experience within the alternative asset management sector or Mid-tier or Big 4 experience is desirable, preferably at least 3 years' experience within a Luxembourg AIFM or a similar third party management company
- Deep knowledge of AIFMD regulatory requirements, broad European Fund and sector regulation knowledge is also essential
- A professional qualification or a master's degree (in Economics/Finance – depending on previous professional experience)
- Understanding of the key risks related to AIFs, and an ability to make sound risk-based assessments
- Strong analytical skills, with a general understanding of financials related to different AIF structures (open/closed ended funds)
- Ability to multi task, manage a varied workload and meet deadlines
- Highly self-organized and self-motivated with strong presentation skills – experience with presenting at board level or similar will be an advantage
- Ability to work as part of a team and to work autonomously
- Advanced Microsoft Excel Skills (Macros, V-lookups, Pivot tables etc.)
- Exceptional communication and interpersonal skills. Ability to provide strong financial acumen to non-finance professionals.
- Fluent in German and English (written and oral)

Characteristics of AOC:

Within AOC, you will be able to design your career individually and become part of a highly motivated and friendly team. An attractive job in the company with an open and innovative working environment awaits you.

Ready for the challenge?

If you are interested in this challenge, please send your resume via e-Mail to Petra Schaffer ps@activeownership.lu. Your application will be assessed within 10 working days. Please note that only shortlisted candidates will be contacted.

For further information, please have a look at our website www.activeownership.lu or send us an e-Mail.