

ACTUALIS IS LOOKING FOR:

**AIFM OFFICER(M/F)**



# AIFM OFFICER

## Mains duties

### **Business development**

- Promote the AIFM explaining the benefits of AIFMD regulated funds
- Supporting the conducting officers and working teams across the globe to on-board new funds
- Integrate new funds onto the AIFM compliance and reporting platform
- Provide AIFM related input to RFPs
- Advise relevant staff on the implication of new and updated regulations and oversee the gap analysis and action plan required, including updating the AIFM's risk maps where required

### **AIFM Operations & Administration**

- Develop a robust, risk-based program for corporate governance and regulatory compliance, covering accountabilities, reporting and controls, including developing and maintaining the AIFM's compliance process manual
- Create, review and update the AIFM's policies and procedures in accordance with statutory requirements
- Co-ordinate the signing of documents and obtaining AIFM approvals
- Implement and administer the compliance program for oversight of AIFM delegates and other service providers (depositories, central administrators)
- Support the risk management function
- Liaise with the internal auditor, overseeing audits and coordinating responses to audit points
- Organize, run and minute board meetings and portfolio management committee meetings

# AIFM Officer

## Profile required

- Educated with a relevant bachelor degree and a minimum 4-5 years' experience in a regulated environment
- You will have experience working with Luxembourg real estate or private equity funds, either within an existing-regulated investment management house or a regulated third party AIFM. Candidates currently working in an audit firm or a law firm with the appropriate and relevant experience may also be considered
- Quick learner and used to working independently
- A demonstrable ability to implement organizational change
- Willing to carry out regular travel
- Strong language skills in English and French (spoken and written) and good command of German is an asset

[h.turquey@actualis.lu](mailto:h.turquey@actualis.lu)

+352 661 651 600