

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Private Equity Fund Controller

Our client:

An important Asset manager based in Geneva

Role & Responsibilities

Tasks will be split into different time cycles:

Daily

- Ensure amount and time accuracies of incoming and outgoing cash flows
- Split and review drawdown and distribution notices
- Follow deal pipeline and ensure liquidity in respective currency (cash at bank, credit lines, open commitments, remaining costs)
- Support Client Servicing team to structure and to produce Investors' requests
- Support Investment lines in their investment decision and deal structuration
- Participate to Investors and Investments' closing, structure liquidation and/or portfolio sale

Quarterly

- Quarterly reports production and review
- Financial accounting packs review (NAV, TB, GL, Financial Statements, Capital Accounts, ...)
- Calculate performance fees

Annually

- Support auditors through their annual review : back testing analysis and information feeding

Additionally, there will be some specific data and reports requested by client and other internal teams to answer to. In particular, ad-hoc reporting and data feeding for mandate clients

Profile:

- Master's degree in finance
- At least 5 years' experience within the in a private equity environment with extensive knowledge of accounting principles
- Extensive knowledge of PE processes and cash
- Fluent in English, German and ideally in French

Contract type: Permanent contract

Rate of activity: 100%

Starting date: Flexible

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1673417852