



Job Title | Fund Administrative Assistant

JOB PROFILE | Fund Administrative Assistant

BUSINESS AREA: **Fund Operations**

LOCATION: **London, SW1**

Role Overview

LCM Partners is one of Europe's leading alternatives investment management firms.

We are widely recognised for our deep understanding of credit and track record of generating strong, risk-adjusted returns for our clients through investments in performing, rescheduled and non-performing loans.

The successful candidate will be a key member of the fund operations team, working closely with the fund accountants, ensuring efficient administration of the LCM strategies. It will suit someone with a finance, administration or funds background, interested in widening their scope of responsibilities and in joining an ambitious team to provide best in class service to the business.

Financial Remuneration

- Basic salary
- 25 days holiday
- Participation in discretionary annual performance related bonus
- Benefits to include private health insurance, pension and life insurance

Job Content

The job holder will be responsible for:

- **Accounts Payable**
 - Manage payment of invoices process from collection, internal approval, allocation and payment instruction
 - Work closely with LCM Portfolio management and Investment Team to ensure timely payment of deal related invoices
 - Work closely with Fund Administrator to ensure efficient process including integration of new systems
- **Management of Bank Accounts**
 - Assist fund accountants to efficiently manage cash accounts
 - Perform bank reconciliations
 - Manage new bank account opening process
- **Assisting the Fund Accountants - other ad-hoc duties as required, including inter-alia**
 - Portfolio Purchases - Managing the transaction sign off process and preparing payment instructions



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- Regulatory – Provision of KYC materials and assistance in overall AML process and assistance with the preparation of fund reports and filings
- Fund Secretarial – assist in the preparation of related board minutes and the gathering of Board sign offs
- Co-ordinating fund drawdowns & distributions

Work Experience and Qualifications

- Experience in a similar finance role (2+ years). Funds experience preferable
- University educated
- Funds experience preferable

Skills

The skills listed below are considered the minimum requirement for the role:

- Must be numerate and able to demonstrate strong financial literacy
- Proficient in use of Microsoft Office particularly excel to an advanced level
- Strong organisational skills
- Excellent attention to detail
- A self-starter able to take initiative and ownership
- Strong team player, able to build relationships with both the wider business and external stakeholders
- Desire for continued development in fund operations environment
- Fluent written & spoken English
- A second European language would be an advantage