



Job Title | Corporate Governance Manager

JOB PROFILE | Corporate Governance Manager

BUSINESS AREA: **Legal & Compliance**

LOCATION: **London, SW1**

Role Overview

LCM Partners are credit investment experts. We are one of Europe's leading alternatives investment management firms, 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 Job Holder will work as a **Corporate Governance Manager** within our Legal function, covering various legal, regulatory and compliance tasks for the Company with particular responsibility for AML and KYC. The role will be based in London.

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 role covers responsibility for and management of corporate governance and AML/KYC processes. Specifically this would include:

- Management and oversight of Corporate Governance Associate
- Management of and full accountability for AML/KYC and regulatory requests, including taking role of AMLRO
- Following up on further or escalated AML/KYC queries
- Dealing with correspondence / reports / board papers, including those of a confidential and sensitive nature
- Responsibility for management of company minute books and statutory or regulatory corporate registers
- Compiling AMLRO Report to General Counsel and Senior Management
- Review of and input into AML reports of external providers to the LCM strategy Fund Boards
- Assisting internal and external Compliance with training programmes and updating of compliance policies as required, with particular responsibility for aspects related to financial crime
- Review and updating of internal fund support agreements such as resourcing between Fund, Investment Manager and Appointed Representative as required
- Working with legal advisors re fulfilling all company secretarial requirements including shareholder administration and input into new transactions
- Responsible for corporate filings
- Responsible for keeping the Company up to date and compliant with statutory requirements
- Input into regulatory calendar
- Dissemination of regulatory input from legal and tax advisers as provided in reports
- Working with Legal and Fund Operations, to provide administrative support for and coordination of internal and external roles in establishment of new corporate entities and processes
- Escalate matters to General Counsel, Senior Management and/or Risk Committee as appropriate
- Complete corporate change checklists
- Support to LCM General Counsel and the Legal and Fund Operations Teams as required within the scope of this role
- Other project work or duties as required by the Directors



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Work Experience and Qualifications

- 7+ years' experience working in administration/compliance/company secretarial roles within financial services,, preferably in asset management with governance and AML/KYC focus
- Educated to degree level
- Good interpersonal and project coordination skills
- First rate levels of numeracy and written communication
- Excellent attention to detail

Skills

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

- Written and spoken English to a high standard
- Very good interpersonal skills to facilitate accurate and professional communication at all levels
- Strong communication skills – articulate, confident and self-assured, in order to deal effectively and appropriately with all individuals internally and externally
- Analytical and organisational skills
- Microsoft Office, particularly Excel to an advanced level
- The ability to work as part of a team, manage and delegate tasks
- The aptitude to deal with volume queries and multi-task