

Job Specification – Fund Accounts Payable / Assistant

Role Details

Job Title: Fund Accounts Payable / Assistant

Business Area: Fund Operations

Location: London SW1 (Victoria)

Role Overview

LCM Partners is one of Europe's leading alternative investment management firms with over 20 years' of experience investing in private debt. Established in 1998, the firm has been an ever-present investor in performing, rescheduled and non-performing consumer and SME loans in Europe via the LCM Credit Opportunities strategy. More recently, the firm launched its complementary direct lending strategy, in 2018. Combined AUM is in excess of €3bn and expected to grow considerably over the next 2 years.

LCM is owned by its founding partners together with Brookfield Asset Management and is part of a group which employs 750 people across 8 European markets.

The role is to assist the LCM fund operations team with a focus on managing day to day finance tasks including invoice and payment processing, bank account management and other ad-hoc finance, administration and reporting tasks as required.

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/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

- Competitive salary
- 25 days holiday
- Participation in Discretionary Performance Related Bonus (Annually)
- Benefits to include private health insurance, pension and life insurance

Role Content

The role 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 Deal Teams 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**
 - Preparation of monthly expense report
 - Assisting with fund admin

Work Experience & Qualifications

- Experience in a similar account's role (2+ years). Funds experience preferable
- Graduate (relevant finance degree)
- 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
- Fluent Written & Spoken English to a high standard. A second European language would be an advantage.