

SENIOR ANALYST PRIVATE EQUITY & REAL ESTATE

Casa4Funds SA, a dynamic and entrepreneurial AIFM, is currently looking for a proactive and motivated person to join its challenging working environment and more specifically its Private Equity & Real Estate division.

As a Senior Analyst on the Private Equity & Real Estate side ("PE/RE"), you will work in our Luxembourg office under the direct supervision of the Head of Private Equity & Real Estate also member of the Executive Committee.

➤ **Tasks and Responsibilities**

1. **Supervision of all operations** of the PE/RE AIFs under management, including following-up the outsourced functions and ensure compliance with the AIFMD regulation and the AIFs constitutive documents:
 - Review the fund accounting operations executed by an external Fund Administration,
 - Ensure timely and accurate calculation and billing of fees,
 - Supervise high-quality and comprehensive periodical and yearly financial reports for investors,
 - Review of all capital call/distribution/transfer operations to investors executed by an external Transfer Agent,
 - Monitor and control all cash flows,
 - Ensure that portfolio valuation (through external appraisers and the AIFM Valuation Committee) is well handled and executed,
 - Support and liaison with the AIFM's different Committees: Investment Management, Risk Management and Valuation.

2. **Project Management:** the PE/RE Senior Analyst will support the Project Management Team and the Head of PE/RE to manage and onboard all new PE/RE projects.

3. **Management of the relationships** with counterparties:
 - Clients,
 - Service providers (central administration, depository banks, lawyers, auditors, etc.),
 - Advisers.

➤ **Personal profile**

- Dynamic person with excellent relationships and organizational skills,
- Experience on the PE/RE fund accounting and Transfer Agent side,
- Solid knowledge of the PE/RE industry and its regulation, especially AIFMD,
- Excellent written and verbal communication skills,
- English and French mandatory, another language would be an asset.

If you are interested and meet our expectations, please send your application (incl. CV in English) to recruitment@casa4funds.com with subject "*Your Name – Senior Analyst PE/RE– C4F 2018*".

SENIOR MIDDLE OFFICE OFFICER

Casa4Funds SA, a dynamic and entrepreneurial AIFM, is currently looking for a proactive and motivated person to join its challenging working environment and more specifically its Middle Office team.

As a Senior Middle Office Officer, you will work in our Luxembourg office under the supervision of the Head of Middle Office.

➤ Tasks and Responsibilities

The candidate must have a good knowledge and management of the following **Middle Office tasks**, achieved during several years of experience, with personal competences, good organization and problem solving skills:

- Managing orders confirmation to different Administrative Agents & Settlement support.
- General customer support to external providers linked to fund management (Administrative Agents, Custodian Banks and brokers) on various inquiries.
- Transaction management matching system
- Portfolios' reconciliations.
- Reconciliation of securities and cash positions.
- Margin Calls management.
- Check of the various current accounts.
- Management of the opening new market counterparties (Due Diligence).
- Corporate Actions management.

The knowledge and application of the **EMIR legislation** in the field of:

- Reconciliation.
- Reporting.
- Connection with the Trade Repositories (TR) / Clearing Members in order to instruct opening or closing accounts.
- Knowledge of the necessary documentation to request from counterparties for the EMIR reporting service. Check and entry operational data.
- Management and check of the daily Margin Collateral.
- Application and renewal of LEI numbers.

➤ Personal profile

- Dynamic person with excellent relationships and organizational skills,
- Ability and availability to cooperate with different teams and work in a group,
- Multi-tasking approach.
- Good initiative and excellent spirit of adaptation,
- Proactivity,
- Excellent use of IT (MS Office) and application supports, prior VBA knowledge is a plus
- Problem solving,
- English and French mandatory, another language would be an asset.

If you are interested and meet our expectations, please send your application (incl. CV in English) to recruitment@casa4funds.com with subject "*Your Name – SENIOR MIDDLE OFFICE OFFICER– C4F 2018*".

JUNIOR IT OFFICER

Casa4Funds SA, a dynamic and entrepreneurial Management Company and AIFM, is currently looking for a proactive and motivated person to join its challenging working environment and more specifically to support and continue to develop its strong IT infrastructure.

As a Junior IT officer you will work in our Luxembourg office under the direct supervision of C4F's IT Manager and the General Manager.

➤ **Tasks and Responsibilities**

- ✓ Support the development of internal IT tools
- ✓ Monitoring and follow-up of internal databases
- ✓ Infrastructure monitoring and maintenance
- ✓ Network monitoring and maintenance
- ✓ Client website monitoring
- ✓ Various IT tasks

➤ **Technical Profile**

- ✓ Microsoft technology developer (ASP.NET, Console Application, Windows Service, Class Library, WCF, ADO.NET, etc.)
- ✓ Expertise in SQL server and database architecture and development
- ✓ User interface proficiency (HTML, CSS, JavaScript, jQuery)
- ✓ Services: IIS, Exchange (SMTP), Active Directory

➤ **Personal profile**

- ✓ First degree in Information Technology
- ✓ Passionate and curious about IT
- ✓ Autonomous
- ✓ Dynamic person with good organizational and relational skills, precision and ability to respect deadlines
- ✓ Understanding of financial products or previous experience in a financial company would be a plus,
- ✓ English and French mandatory, Italian would be an asset.

If you are interested and meet our expectations, please send your application (incl. CV in English) to recruitment@casa4funds.com with subject "*Your Name – Junior IT– C4F 2018*".