



**Mirabaud is an international banking group** that provides a clientele of private and institutional investors, companies and finance professionals with highly customised investment, private banking and asset management services.

Headquartered in Geneva, Mirabaud has evolved steadily over the years and now employs over 700 staff who, through their experience and expertise, perpetuate the entrepreneurial spirit that has guided the bank since its foundation in 1819. The Group now conducts its **Wealth Management, Asset Management and Securities** businesses in the main financial centres around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates, Brazil and Uruguay.

Our AM - Operations - LU team within our Asset Management department in Luxembourg is looking to add:

## Private Assets Oversight Officer

### Main Responsibilities:

#### **Onboarding of new Private Assets clients**

- Coordinate with Sales, PE/RE Product Specialist and external Transfer Agent on account opening for required AML/KYC documents;
- Ensure proper follow up, communication with client on account opening;
- Ensure internal database (CAT) is up to date with client information;
- Coordinate with the onboarding team the DDQ on new client contract and remuneration.

#### **Support to Conducting Officers (CO) in charge of Portfolio Management, Risk Management and Compliance for Private Equity / Real Estate Funds (PE/RE Funds)**

- Perform ongoing due diligence on investment advisors;
- Ensure proper documentation and follow up of deal flows meetings;
- Follow up on investment committees action points (minutes, signatures);
- Follow up on compliance due diligence/AML/CFT requirements from investment committees;
- Support to the oversight of the portfolio of funds (direct/SPVs), including governance;
- Support to the preparation of the risk reports ahead of the IC meetings and valuation committees of PE/RE investments.

#### **Support to CO in charge of Oversight of Delegates**

- Review monthly KPIs, participate in the due diligence on all central administrators and custody banks for PE/RE funds;
- Update Management Company reports for the Conducting Officers and Fund/Management Company Board of Directors meetings;
- Coordinate PE/RE Board meetings with the external Corporate Services and coordinate PE/RE GP Board internally;
- Organize and prepare Board of Directors meetings and AGMs.



**Candidate's Profile:**

- University degree in Finance, Economics or Business Management;
- 1-2 years' experience in a similar role in the banking industry;
- Excellent verbal and writing skills in French and English, any other language is a plus;
- Good command of Microsoft Office (Excel, Word and PowerPoint);
- Ability to think ahead (foresee potential risks and problems), ambition paired with patience, humility, and good organization skills;
- Confident in taking responsibility and using initiative;
- Proactive, self-motivated, intellectually curious;
- Team spirit, service orientated and helpful.

**Mirabaud Group is an Equal Opportunity Employer.**

If you are interested in this role, please send your application via email to the following address:

[recrutement@mirabaud.com](mailto:recrutement@mirabaud.com)

If you would like to **pursue a career within the Mirabaud Group**, please send us your CV to the same email address.

**Notes:**

Please be aware that Introductions from recruitment agencies will not be considered.  
Only candidates with a suitable profile will receive a response.