



**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.

The Funds Supervision team within our **Mirabaud Asset Management** business line in Luxembourg is looking to add a:

## FUNDS SUPERVISION OFFICER

### Main Responsibilities:

- Support the senior person in charge of the supervision of delegated activities (fund administration and investment management) by collecting, formatting, and performing preliminary checks on the information provided by the respective delegates;
- Determining, implementing, and monitoring of the Key Performance Indicators & Incident Report produced by the service providers;
- Assisting on the due diligence process of the service providers and the Investment Managers;
- Collaborating to the annual and semi-annual financial audit with the funds' auditors;
- Participating to the follow up on all the activities linked to the Funds' life such as mergers, liquidations, launches, regulator's updates;
- Collaborating closely with the operations teams based in Geneva and London;
- Preparing the monthly reporting to the Conducting Officers;
- Preparing & Organizing the Quarterly Board reports for the Management Company and Fund Boards; Proactively taking on additional administrative tasks as required.

### Candidate's Profile:

- At least 2 years' experience in UCITS and PE/RE field in either a Management Company, central administration, or audit firm;
- High sense of organization and are extremely rigorous;
- Team player with good communication skills who can work independently as well;
- Able to build strong relationships across internal and external partnerships;
- Fluent in French and English.

**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)