

## **JOB DESCRIPTION**

### **Fund Financial Manager**

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To support its development and strengthen its team in Luxembourg, Bamboo Capital Partners is looking for a Fund Financial Manager who will report directly to the Conducting Officer in charge of Valuation and Oversight:

#### **Financials and Audit:**

- Review and reconcile the quarterly NAV packs of the funds and financial reports of the SPVs.
- Review and/or prepare the (statutory or consolidated) financial statements of the funds and the SPVs under Lux and local GAAP.
- Responsible for overseeing and managing the preparation of the quarterly investor reports.
- Manage the annual audit of the funds and the SPVs (as required) in coordination with auditors, board members, fund administrators and external AIFM (as required).
- Drive the Portfolio Valuation Management process of Bamboo Capital Partners with the principles definition, application, and monitoring.
- Manage audit requests and provide supporting documentation.

#### **Valuation:**

- Analyse and review valuation models for accuracy and reasonableness.
- Gather quarterly market research.
- Track changes between valuations from quarter to quarter and year to year.
- Researching and understand inconsistencies and discrepancies in valuation reports.
- Understand key fundamentals of the illiquid assets.
- Perform straight valuation work.

#### **Cash management:**

- Monitor and control bank accounts, check cash balances post capital calls, cash positions, centralize all invoices, monitor expenses, ensure payment.
- Review and initiate all payments ahead of submission to Fund Administrator/Transfer Agent/Depository Bank.
- Monitor cash distribution to investors: distribution schedule, payment instructions, assistance for legal documentation.
- Update and monitor inter-company cash flows within the Luxembourg portfolios.
- Open bank accounts for new funds.

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#### **Tax, legal and regulatory:**

- Work with tax advisors to stay up to date on regulatory topics and ensure structuring complies with the Law.
- Coordinate with local tax advisors to ensure preparation of tax returns and review their work.
- Coordinate with Luxembourg fund administrators and local providers to ensure proper regulatory reporting.
- Corporate secretarial functions with the help of lawyers: board meetings approving disbursements, financial statements, distribution, capital call notices.

#### **Miscellaneous**

- Provide operational support/assistance to the portfolio investment team, the Fund Administrator and external AIFM (as required) during transactions (e.g. investment, distribution processes).
- Support the team in all operational activities and for implementation of new projects; and
- Maintain the corporate archives of SPVs in good order (electronic & physical archive).

#### **Position Requirements**

The preferred candidate will possess the following skills and attributes:

- University degree in finance, or related field is required.
- 8/10 years working experience in an AIFM/Big4/corporate finance department/valuation firm.
- Willingness to integrate an entrepreneurial group.
- Excellent computer skills (MS Office).
- An understanding of the Fund Industry and especially Impact/Blended Finance.
- Knowledge of private equity and debt valuation techniques.
- High attention to detail, strong written and oral communication skills.
- Ability to multi-task and prioritise projects and portfolios; strong time-management skills.
- High level of integrity and intellectual curiosity.

Languages: Fluency in English and French; any other languages are a plus.