

Independent and possessing more than twenty years' experience in its field, Alter Domus has become a leader in corporate and management services for private equity & infrastructure and real estate funds as well as listed and unlisted companies. Our staff of nearly 1,200 people also provides fund administration and financial reporting services. We mentor and develop our employees' technical knowledge and practical skills. We also champion commitment and a customer-oriented mindset.

We offer a young, dynamic, and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

For more information, please visit our website: [www.alterDomus.com](http://www.alterDomus.com)

For our rapidly growing office in Hong Kong, our Fund Services team is currently looking for:

## \* FUND SERVICES - SENIOR OFFICER

### JOB DESCRIPTION:

You will be responsible for assisting with the accounting and full administration of a portfolio of clients and will act as a liaison and point of contact for all matters relating to these accounts. Specific responsibilities include the following:

- Acting as a key/first point of contact for our clients, and by extension being the key contact person between investors, fund managers and other service providers for resolving any issues that may arise;
- Taking care of the day-to-day operations of the funds and following up with third parties, including investors and fund managers;
- Driving the preparation of the funds' periodic Net Asset Value calculation and year-end financial statements, management of the audit, and reviewing other fund related reports;
- Driving the preparation of the fund accounts, periodic and regulatory reports for the fund entities;
- Coordinate and driving investor servicing activities, including investor on-boarding, capital calls, distributions as well as issuance of shareholder statements;
- Guiding the Officers in completing their work, and by extension acting as the first level of review;
- Assisting the Managers in driving the initial setup of any new funds taken on and liaising with independent tax specialists, lawyers, and notaries as part of the set up process;
- Pro-actively take on additional responsibilities and tasks from time-to-time as required by your Managers or clients;
- Supporting Managers and Senior Management in ensuring quality work is delivered to the clients;
- Assisting Managers with internal projects and initiatives from time-to-time.

### YOUR PROFILE:

- 3 – 5 years of experience of working in asset management (preferably in fund houses, fund administrators, the Big 4 etc.);
- Strong academic background;
- Fully qualified Accountant (e.g. HKICPA/ACCA/CPAA/AICPA/CIMA/ACA) or recently completed your qualification examinations;
- Knowledge of fund operations for private equity and/or real estate funds (including valuation, accounting and payment procedures);
- You are fluent in written and spoken English and Chinese. Fluency in any other Asian languages, such as Japanese, or Korean will be considered as an asset;
- You possess team spirit with the ability to work independently using your own initiative when appropriate;
- Ability to work under pressure and meet a range of deadlines;
- You are mature and detail-oriented;
- High level of IT literacy with strong MS Office skills, especially in Excel and Word;
- Knowledge of eFront and Yardi systems would be a distinct advantage.

#### HOW TO APPLY:

Please send your cover letter and your curriculum vitae to [hr.recruitment@alterdomus.com](mailto:hr.recruitment@alterdomus.com).

Our recruiting process, like your entire career, is considered a shared responsibility. During interviews you will have the possibility to discover the company and your future colleagues. We will seize the opportunity to know you better.