Job Title: Alternative Depositary Oversight Analyst
Location: Luxembourg
Full/Part Time: Full FTE
Regular/Temporary: Regular

Job Description

General Position Summary:
The Alternative Depositary Oversight Team performs the depositary functions for Alternative Investment Funds, in particular investing in Private Equity, Real Estate and Private Debt assets or in other fund vehicles. The Alternative Depositary Oversight Analyst will
- represent the ADO team internally and towards clients,
- monitor compliance of operations with internal procedures and with legal and regulatory requirements,
- assist in the analysis of regulated and unregulated alternative structures and assessment of legal/financial documentation required to fulfill depositary duties.

The Alternative Depositary Oversight Analyst works closely with colleagues from the legal and operations department and other State Street offices worldwide.

Specific Duties:
- Analyzing private equity, real estate, debt, fund of fund and other alternative structures introduced by clients/prospects
- Taking part in the determination and assessment of relevant legal documentation on multi-domicile alternative structures such as private placement memoranda, share purchase agreements, corporate and financing documents, title deeds and similar
- Being the point of contact for operational questions
- Monitoring and taking care of the day-to-day operations of the depositary and following up with third parties, including administrator and fund managers
- Participating in performing due diligence on third parties and clients (AIFMs and Central Administrators)
- Determining and assessing relevant information on alternative structures relating to transactions and cash flows
- Ensuring implementation of and compliance with relevant internal procedures
- Maintain document database and ensures documents are updated as needed

Qualifications
Bac + 2. Legal or economic studies or university degree in law or in economics are an advantage.

Working experience:
Professional experience in the alternative investment fund industry; ideally in a depositary bank, or with an asset manager, a law firm or an audit firm with focus on
private equity, real estate, debt, fund of fund and other alternative structures. Knowledge of such structures and related processes and documentation is essential. Experience in operating and monitoring of private equity and/or real estate investment vehicles both from the corporate governance and/or the accounting perspective.

Non-technical competencies:
- Ability to analyze a situation and obtain information to reach sound conclusions
- Strong organizational skills, with attention to detail and meeting tight deadlines
- Excellent communication skills
- Service-oriented and results-focused
- Ability to work autonomously

PC skills:
Microsoft Office (Word, Excel, PowerPoint)
Internet

Language skills:
English and German (fluent, spoken and in writing); French or other languages would be an asset.