

TRUSTMOORE

Do you want to have a challenging international career where your skills are of great contribution to clients?
Would you like to work in a professional, hands-on, independent and informal environment?

Then you are the
FUND ADMINISTRATOR
we are looking for!

What you will do?

The Fund Administrator will work closely together with legal and accounting colleagues to continuously exceed our clients' expectations. The Fund Administrator will report to the Account Manager and be responsible for a wide range of administrative and financial tasks for a growing portfolio of Private Equity, Real Estate and Hedge Funds as well as SPV's. The Fund Administrator is expected to continuously develop both personally as well as professionally and deliver added value to the financial discipline within Trustmoore and contribute to the further growth of our office.

The key responsibilities will include:

- Set-up and maintain fund administrations and other accounting records;
- Prepare statutory financial reports as well as client-specific reports;
- Analyze financial data in order to create financials reports, budgets and statements;
- Management of bank accounts and execution of client payments;
- Maintain an organized planning of work to ensure timely and accurate filing of administrative records;
- Maintain close contact with auditors and other external parties in order to obtain the required information for reporting purposes;
- Perform miscellaneous finance and administrative tasks appropriate to the role and business requirements.

Where will you be working?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services. On daily basis, with a team of more than 150 of the best people in the business, services are delivered with dedication and personal attention. You will be working in a dynamic and continuously changing international environment. We are proud of our informal culture, which encourages a healthy balance between hard work and good fun.

You will be working in one of the finest financial services companies based on the beautiful island of Curacao. You will receive a competitive salary, 8% holiday allowance, 24 vacation days, (private) health insurance and career opportunities. You can also benefit and participate in:

- Work week of minimum 32 hours + good work life balance;
- Stable and successful company;
- International team (10 offices worldwide);
- Trustmoore Academy;
- Social activities.

How do you fit in the team?

As a Fund Administrator, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. A helicopter view is required, since you are responsible for the complete financial processes and reporting deadlines of your clients. You are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Bachelor or master's degree in business administration, accounting or an equivalent;
- Minimum of 3 years' experience in the investment fund industry;
- Knowledge of generally accepted accounting principles;
- Entrepreneurial business focus, problem-solving attitude;
- Fluent in English (both orally and in writing);
- Self-motivated and able to work independently and as a part of a team.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Ginette Booi by email

Ginette.booi@trustmoore.com

About us

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you.

This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that and we call it being professional in a non-corporate way.

Do you want to learn more about us?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.