

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

For our department Quality Management in Luxembourg we are looking to hire a

Senior Quality Manager Investment Funds (m/f)

Main Duties & Responsibilities

- Monitoring of Service Providers:
 - Day-to-day monitoring (e.g. plausibility of the calculated NAV's) and performing of ad-hoc and recurring tasks
 - Monthly service level reviews based on defined KPIs
 - Quarterly service level reviews based on defined KPIs and information packs
 - First point of contact for clients (promoter / investment manager) and service provider requests / daily business issues
- Active involvement in fund related projects and continuous improvement of processes:
 - Covering all kind of fund events (e.g. launch, mergers, liquidation of funds / share classes)
 - On-going enhancement of oversight and monitoring processes (existing ones or setting up of new ones)
- Coordination of the Fund's year-end Audit processes:
 - Active monitoring of the audit log reports and involvement in specific audit questions / discussions
 - Single point of contact for Service Provider, Auditor and Company-internal questions
 - Ensuring that regulatory deadlines are met and ensure timely follow-up on any Audit findings / points

- Regular tasks do cover among other duties:
 - Need to perform regular complex analyses and assess client related requests
 - Setting-up and reviewing of performance fee models
 - Reviewing of the TER / PTR (incl. synthetic) figures for fund half-year and year-end financial reports / LFR
 - Reviewing implementation of fund fee rates amendments (initial & on-going)
 - Monitoring the portfolio pricing of the funds and provide regular updates to the respective committees
 - Providing regular updates on the monitoring of service providers to the local Executive Board
 - Preparing weekly, monthly and quarterly updates for the various committees and Fund Boards

Qualification and Requirements

- Degree in Business Administration and/or Finance (Bac+5) or equivalent relevant professional experience, CAIA, CFA or FRM certification will be an advantage
- Experience (5-10 years+) in the investment fund industry, ideally in the fields compliance, fund accounting and/or fund audit (with focus on alternative, non UCITS, fund structures)
- Analytic approach with a sense to identify improvement areas
- Computer literate, particularly advanced skills of MS Office and Bloomberg
- Strong German and English language skills, French will be an advantage
- Clear team player with strong communication skills
- Dynamic and result driven

Benefits

GAM offers attractive conditions of employment, a performance-oriented salary in line with the market as well as attractive fringe benefits.

Please contact the local Human Resources team for further details.

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