

Position: **Junior Analyst: Fund & Product Management**

BKN Capital S.A. (BKN) is an authorized Alternative Investment Fund Manager (AIFM) based in Luxembourg. BKN is a premier provider of independent fund management services for Institutional Investors, Investment Managers, Bank and non-Bank Lenders. By fostering strong and growing partnerships with its clients, BKN has become a dynamic firm specializing in building and operating Alternative Investment Funds (AIFs) with a focus on loan, private debt, structured credit, infrastructure and renewable energy funds.

We Offer

A challenging Fund & Product Management position at BKN Capital S.A. The scope of work will be across three core areas: Portfolio Management, Investor Relations and Fund Governance.

Key Aspects

- Client Relations: act as the key contact for fund sponsors and fund investors while actively engaging representatives of those clients. Build trusting, strong and effective relationships with our clients to identify solutions or appropriate actions to address client needs
- Willingness to learn and grow through own initiative

Product & Process related responsibilities

- Oversee and run or manage the investment process & ongoing asset monitoring and valuation process of the funds
- Oversee/run/manage NAV reconciliation process, Fund's Annual Report & Audit processes
- Oversee/run ongoing AML check process
- Oversee/run initial & ongoing due diligence process in respect to BKN & AIF delegates
- Oversee and manage payment and distributions processes (dividend payments, capital and redemptions payments, note interest and principal payments, liquidity risk) of BKN's Funds

Client/Investor related responsibilities

- Oversee & manage investor on-boarding/subsription/KYC process
- Answer investor questions by email, phone and meetings related to BKN responsibilities (investment approval, valuation & risk management) as well as investor reporting
- Attend investor presentation organized by third party asset managers
- Attend regular Fund board meetings to report on AIFM activities to the Fund board
- Hold and organize regular update calls with third party investment managers to review portfolio performance, investment pipeline and overall market trends
- Build relationship with existing third-party investment managers and investors to increase service quality for both the investment manager and the investor
- Build relationship with key service providers including fund administrator, depository, fund directors and auditors in order to maximize efficiency in both ongoing oversight and problem solving

Requirements

- University degree with a financial / mathematical background
- Solutions-oriented
- Good interpersonal, time management, communication, negotiation and relationship-building skills
- Initiative and attention to detail
- Excellent written and oral communication skills in English; German and French a plus

Applications should be sent to joanna.dabrowska@bkncapital.lu