

Employer Profile

Employer

Swiss Capital Group is an independent specialist in Alternative Asset Management, with a 17 year track record in offering alternative investments/private debt solutions and advisory services to institutional investors. Its Irish subsidiary is authorised by the Central Bank of Ireland as an AIFM.

Employee Profile

Person and Position

Working for Swiss Capital Invest Holding in Dublin involves having insights into a wide spectrum of financial areas. Swiss Capital insists upon excellence, integrity, creativity, and professionalism.

For the position at hand, we seek applicants with a university degree with a solid finance background preferably combined with at least 10 years of audit or operational practical experience in the hedge funds and private equity/debt industry. Professional qualifications such as CFA, CAIA or IMC are beneficial.

We are looking for a candidate with the following characteristics:

- Excellent report writing and communication
- Strong interviewing and interpersonal skills
- Ability to prioritise and meet deadlines
- Familiarity with different investment strategies and operational set ups employed
- Previous compliance experience desirable
- Demonstrating commitment and attention to detail
- Dynamic, smart, hard-working and self-starter
- Willingness to travel

As a member of the Operational Due Diligence team based in Dublin, your main responsibility will be the operational risk assessment of our investments (hedge funds and private equity/debt) and will report directly to the Head of Operational Due Diligence. Tasks will include:

- Performing initial due diligence reviews of external managers and perform on-site visits
- Performing reviews of legal documents, audited financial statements and documents related to the back office operations of prospective and existing investment managers
- Assisting with the ongoing monitoring of existing external managers on our platform
- Reviewing third party service provider relationships and agreement terms as well as performing onsite reviews of these service providers
- Preparing detailed operational due diligence and risk assessment reports
- Keeping abreast of market developments, industry trends and regulatory matters
- Assisting and performing ad hoc projects and reviews related to the operational due diligence functions

Applications

Please send your applications to:

Swiss Capital Invest Holding (Dublin) Limited
Newmount House, 22-24 Lower Mount Street, Dublin 2

Email: recruiting@swisscap.com
www.swisscap.com

Fact File Swiss Capital

Overall open positions	1
Sector(s)	Fund management
Region	County Dublin
Organization locations	Dublin, Zurich (Switzerland)
Areas of specialization	Operational Due Diligence / Risk
Number of employees	50+
AUM	\$5 billion
Salary	Competitive