

**PATRIMONIUM** is an independent Swiss asset manager of alternative asset classes in the areas of real estate, private debt, private equity and infrastructure. Today, Patrimonium and its affiliated companies manage approximately CHF 4,8 billion for a large number of institutional and private investors and employ more than 70 people in Zurich, Zug, and Crissier/Lausanne.

As

## **Fund Controller (w/m)**

you will become part of the middle office team and support the Private Credit, Real Estate and Infrastructure departments in the day-to-day business.

### **Primary responsibilities**

- Support management in all fund controlling processes
- Assist in preparation and execution of capital calls and quarterly account statements
- Cash monitoring
- Ensure that fund financial information is communicated to the outsourced providers
- Coordinate controlling activities with external providers
- Provide support regarding reporting requirements
- Participate in review of periodic NAV packs, annual accounts, as well as direct and indirect tax returns
- Handle KYC/AML requirements for the onboarding of investors
- Participate in internal and external audits
- Assist with calculation of management fees
- Provide support regarding handling of ad-hoc investor requests

### **Profile**

- You have successfully completed your business studies or a comparable qualification
- You possess great Excel skills and have a strong analytical mindset
- You're flexible with a strong sense of priorities
- You like to work with numbers and key performance indicators
- You are highly motivated, able to work under pressure and are self-motivated
- You have a good command of German and English
- You are a team player but also are able to work independently, structured and goal-oriented
- Your profile is rounded off by your pronounced service orientation

### **We offer**

- You will be part of an entrepreneurial company and dynamic team
- State-of-the-art working environment in our multilingual and dynamic offices
- Flat hierarchical levels and the opportunity to take on responsibility quickly

**Start of work:** immediately or by arrangement

**Place of work:** Zurich or Crissier/Lausanne

**Interested?** Please send us your complete application (cover letter, CV, references) stating your availability via our [recruitment platform](#).