

TRUSTMOORE

Would you like 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? For our rapidly expanding office in Amsterdam we are currently looking for a qualified & enthusiastic:

Then you are the **SENIOR LEGAL ACCOUNT MANAGER- FUND SERVICES** we are looking for!

What you will do?

The SLAM is part of the Fund Services team and works closely with Legal and Financial Account Managers and Fund Specialists in order to continuously exceed our clients' expectations. The SLAM will be responsible for all compliance and legal matters of our fast-growing portfolio of client entities. The SLAM is expected to continuously develop both personally as well as professionally and deliver added value to our Fund Services discipline and contribute to the further growth of our office.

Other responsibilities are:

- Keeping a client portfolio in good legal standing in accordance with Dutch law;
- Reviewing and processing legal and fund documentation (e.g. PPM, LPA, SLAs, etc.);
- Drafting and reviewing legal documentation of a general civil- and corporate law nature;
- Coordinate and assist with Fund and SPV onboarding, set-up, maintenance (SLA management) and/or dissolution of client companies (Funds, SPV's, BV's, Coops, Foundations, etc.);
- Manage and coordinate client acceptance and handling of ongoing compliance reviews, including investor KYC and maintenance;
- General communication and coordination with clients, (tax) advisors, lawyers, banks, notaries and authorities;
- Arranging, participating and taking minutes of board and shareholders meetings;
- Client Relationship Management by maintaining senior relationships with client's operational staff and participating in and support preparation of client meetings and meetings with prospects;
- Mentor, train and motivate junior & medior legal account managers and act as sounding board;
- Hold client SPV directorship mandates;
- Perform miscellaneous finance and administrative tasks appropriate to the role and business requirements;
- Actively sharing legal knowledge (cross border: Curaçao and Bulgaria).

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, Multi Family Office Services and Corporate Expansion Services. We pride ourselves of working with well-known law offices, notaries, tax advisors and banks. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of Amsterdam. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 25 vacation days and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular BBQ, social and sport events with your colleagues;
- Our annual ski trip;
- Interaction with more than 50 international colleagues in Amsterdam and more than 170 colleagues worldwide;

How do you fit in the team?

As a Senior Legal Account Manager, 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 legal processes, requirements and deadlines of your client companies. 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:

- Master's degree in Company/ Fiscal Law or an equivalent;
- A minimum of 7 years relevant work experience;
- Outstanding organizational and leadership abilities;
- Excellent interpersonal and communication skills;
- Self-motivated and aptitude in decision-making and problem-solving;
- Fluent in English (both orally and in writing);
- Able to work independently and as a part of a team; and
- Experienced in managing and coaching colleagues.

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 Pauline Wolf (email: pauline.wolf@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.