

# TRUSTMOORE

*Would you like a challenging international career where your skills are of great contribution to clients?*

*Would you like to work at one of the finest financial services companies based in the vibrant and multicultural city of Luxembourg; in a professional, hands-on, independent and informal environment?*

Then you could be the  
**SENIOR INVESTOR RELATIONS OFFICER**  
we are looking for!

## **WHAT WILL YOU DO?**

The Senior Investor Relations Officer (SIRO) will be responsible for all KYC, onboarding and transfer agent activities relating to the administered funds of our fast-growing portfolio of corporate and alternative investment funds' client entities. The SIRO is expected to continuously develop both personally as well as professionally and deliver added value to all disciplines within Trustmoore and contribute to the further growth of our office.

Other responsibilities are:

- Manage the client relationship covering all TA and KYC aspects of the relationship;
- Identify the potential KYC risks for Trustmoore before starting onboarding the entity or the investors in the fund structures, when applicable handle the investors' onboarding for fund structures;
- Assisting with ongoing compliance reviews and procedures;
- Escalate and resolve any AML/KYC issue to the Legal or Compliance Manager;
- Prepare and review investor statements, call and distribution notices as well as investor payment instructions;
- Communicate promptly with client to ensure all application forms and transfer documents are received complete and accurate;
- Liaising with investors for any query related to commitments, distributions, status of the accounts, etc. ;
- Assisting with the preparation of board packs for investor-related matters;
- Drafting and reviewing legal documentation and/or board minutes relating to the acceptance of investors and other investor-related matters;
- Train and manage more junior staff;
- Participate in projects in relation to the implementation of new procedures and systems.

## 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 Services, Multi-Family Office Services and Corporate Expansion Services.

You will be working in the rapidly expanding Fund Services Team, and we pride ourselves of working with well-known Law Firms, 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 Luxembourg, in chic buildings within walking distance from the old town, the tram station and the train station. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by both private and public transport.


You will receive a competitive salary, lunch vouchers, pension 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 sport events with your colleagues;
- Our annual ski trip;
- Interaction with More than 30 international colleagues in Luxembourg and more than 220 colleagues worldwide;
- Extensive lunches and fresh fruit provided by the office;

## HOW DO YOU FIT IN THE TEAM?

As Senior Investor Relations Officer (SIRO) you are part of an assigned client team and work closely with the legal account managers and fund accounting managers in order to continuously exceed our client's expectations.

Other relevant qualifications for this profile:

- A university Degree in Law (corporate/ company/ fiscal law) or Finance is preferable, but not mandatory;
- Minimum two years relevant work experience in AML/KYC, Onboarding or TA functions at a trust office or fund administrator;
- Entrepreneurial business focus and problem-solving attitude;
- Fluent in English (both orally and in writing), knowledge of French/German/Dutch is an advantage;
- Self-motivated and able to work independently while also being a strong team player;
- Must be able to work on multiple issues, change priorities and organize workload; 
- Is quality focused, business-minded with ability to deliver excellent service to our clients;

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 send your email to [Vincent.vanpampus@trustmoore.lu](mailto:Vincent.vanpampus@trustmoore.lu)



## 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 are 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.