

# TRUSTMOORE

*Would you like to work as a Junior Financial Account Manager in an international company with an informal and dynamic culture?*

Then you could be the  
**JUNIOR FINANCIAL ACCOUNT MANGER - FUND SERVICES**  
**CENTER OF EXCELLENCE**  
we are looking for!

## **WHAT WILL YOU DO?**

As a Junior Financial Account Manager (JFAM), you will be part of our Fund Services' accounting team in Trustmoore's Center of Excellence. In this position, you will work closely together with your local team members as well as with legal and accounting colleagues from Luxembourg, the Netherlands and Singapore. Our Fund Services' accounting team in Trustmoore's Center of Excellence supports our global fund accounting operations on a portfolio of predominantly Private Capital and Venture Capital fund structures. You will assist the team on a wide range of administrative, financial and reporting responsibilities of our growing portfolio of fund clients.

The JFAM is expected to continuously develop both personally as well as professionally and promote Trustmoore's client centric operating model delivering added value to our Fund Services discipline and contribute to the further growth hereof.

Other responsibilities are:

- Assisting with the set-up and maintenance of financial administrations, including but not limited to preparation and review of monthly and quarterly reports, including analysis on variances, cash flows and working capital reports;
- Assisting with the preparation of statutory annual financial statements (local GAAP/ IFRS), periodic financial reports, NAV reports, budgets and cash flow statements;
- Cash management including management of bank accounts and payment instructions;
- Monitor transactions of our client and their structures;
- Maintain an organized planning of work to ensure timely and accurate completion of agreed deliverables;
- Work closely with all business partners to ensure compliance with processes that will facilitate timely processing of operations; and
- Other miscellaneous finance and administrative tasks appropriate to the role and business requirements.

## 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 for the rapidly expanding business line Fund Services. We pride ourselves of working with well-known asset managers, law firms, tax advisors, banks, private equity and real estate firms. 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 receive a competitive salary, food vouchers, health insurance and you can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues; and
- Interaction with more than 20 colleagues in Sofia and 200 colleagues worldwide.

## HOW DO YOU FIT IN THE TEAM?

As a JFAM, you work closely with team members of various levels and are capable of managing ad-hoc activities, intensive client contacts and your 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. Having a helicopter view is essential, since you are responsible for financial processes and reporting deadlines for a portfolio of clients and structures. You are proactive, know what you are capable of and possess good communication and organizational skills.

Other relevant qualifications for this profile:

- A minimum of bachelor's degree in Accounting or Business Administration;
- 1-3 years of relevant work experience;
- Knowledge of accounting standards;
- Fluent in English (verbal and written);
- Self-motivated and able to work independently and as a part of a team; and
- Strong sense of responsibility.

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 Nils Schulz via: [hr.nl@trustmoore.com](mailto:hr.nl@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 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.