

TRUSTMOORE

Would you like to work at one of the finest financial services companies based in Luxembourg? Would you like to work in a professional, hands-on, informal environment and are you ready to take the next step in your career?

Then you could be the
SENIOR LEGAL ACCOUNT MANAGER – FUND SERVICES
we are looking for!

WHAT WILL YOU DO?

As a Senior Legal Account Manager (SLAM) you are part of an assigned client team and work closely with the (Junior) Legal Account Managers and Financial Account Managers in order to continuously exceed our client's expectations. The SLAM will be responsible for all 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 all disciplines within Trustmoore and contribute to the further growth of our office.

Main responsibilities are:

- Act as Client Relationship Manager by actively maintaining relationships with senior staff at client;
- Keeping your client portfolio in good legal standing in accordance with applicable laws and regulations;
- Arranging and coordinating client, board and shareholders meetings;
- Mentor, train, guide and motivate (junior) legal account managers;
- Coordinate the onboarding of Funds and SPV's including the client acceptance process;
- Assisting with the set-up of client's companies;
- Reviewing and processing legal and fund documentation (e.g., PPM, LPA, SLAs, service agreements, resolutions, etc.);
- Communication and coordination with clients, (tax) advisors, lawyers, banks, notaries and authorities;
- Oversee ongoing compliance reviews, as manage and coordinate operational processes such as closings, calls & distributions, investments;
- Perform miscellaneous finance and administrative tasks appropriate to the role and business requirements; and

WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. We score as a team and our colleagues are on top of their game.

We are 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.

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 Luxembourg. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 26 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;
- Interaction with more than 30 international colleagues in Luxembourg and more than 220 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 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 Law (corporate/ company/ fiscal law) or an equivalent;
- 3-5 years of experience in the fiduciary/corporate services;
- Previous experience with Luxembourg Fund structures is a plus;
- Excellent communication skills in English, both orally and in writing.
- Extensive knowledge of relevant local and international regulations.
- Experienced in managing and coaching colleagues.
- Strong analytical skills.
- Self-motivated.
- Ability to work on multiple issues, change priorities and organize workload.
- Quality focused business-minded with the 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 contact Vincent van Pampus or Elodie Banas by email Vincent.vanpampus@trustmoore.lu or elodie.banas@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.