

Stanhope Capital Group – Fund Administrator

Stanhope Capital Group provides asset management and advisory services to private clients, charities, and institutions around the world.

Founded in 2004, the group offers a full range of services – wealth management, consulting, merchant banking and alternative investments – in an environment where the interests of partners and employees are aligned with clients.

After the merger with US based FWM – owner of Forbes Family Trust, LGL and Optima – Stanhope Capital Group is now one of the world's largest independent global wealth management and advisory firms overseeing close to \$28bn of client assets with offices in London, Geneva, Paris, New York, Philadelphia, and Palm Beach.

Stanhope Capital LLP positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion, or belief. We seek to create a flexible environment which ensures our working styles work for each other and our clients.

About the role:

An experienced Fund Administrator is sought with a track record in Fund Operations, particularly supporting Private Equity and Real Estate funds. A key objective of this role is to assist fund controllers in all management and core accounting and fund level performance reporting for around 14 funds. The successful candidate will need to manage all stakeholders such as internal and external service providers. A significant part of the fund accounting and administrative function is being outsourced, however, there is a high volume of work that is completed in-house. There are frequent interactions with external parties that are related to the fund such as Investment Managers, External Auditors, Transfer Agents, Tax Advisers, Custodian, Depository, Board of Directors and other external service providers.

- Maintaining weekly Cash Projections for all the funds, SPVs and other Legal Entities
- Monitor Portfolio Investments daily and support cash deployment
- Check and validate funds' KPIs monthly
- Approve all third-party payments and invoices
- Trigger Capital Calls and Distributions together with the Investment Team
- Oversee and validate service providers' daily output (TA, Depository, Fund Accounting, etc.)
- Reviewing NAV calculations on a quarterly basis
- Maintaining and approving Management fee calculations for the GP
- To be the main point of contact for internal and external queries regarding the different compartments
- Maintain Funds' corporate documentation according to internal filing procedures
- Overseeing and validate timely delivery of Investor notices, Quarterly statements, and other investor documentation, by the service provider
- To assist in the continuous review of existing business processes, procedures, and checklists to maximise efficiency, productivity and ensure they meet regulatory and compliance requirements
- Review the level of quality delivered by service providers
- Produce ad-hoc analysis as required by internal and external stakeholders

About you:

- At least 4 years' experience in private equity, real estate funds or debt/loan funds
- Familiarity with preparing and reviewing capital calls, distributions, management fee calculations, waterfall calculations, NAVs and preparation of financial statements
- Able to work independently but not afraid to ask for guidance when appropriate
- Good working knowledge of MS Office suite, particularly MS Word and Excel

You would additionally benefit from:

- Fluency in French
- Accounting qualification or Qualified

Apply [here](#) with your CV