

Project Manager – Fund Accounting

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a **Project Manager in Fund Accounting**.

Mission

- Ensure the monitoring and follow up of projects on behalf of Fund Administration
- Contribute to the analysis and the implementation in Fund Accounting of a large scale programme which is centrally led by our head company

Responsibilities

The main responsibilities are to ensure smooth coordination of large-scale projects related to Funds Distribution:

- Ensure the coordination and the preparation of documents/reports
- Manage project:
 - Monitor project and make sure deliverables are achieved in due time
 - Create and deliver project work plans and revise as appropriate to meet changing needs and requirements
 - Ensure project documents are complete, current, and appropriately stored
 - Work closely with relevant stakeholders to ensure effective and efficient implementation of the project(s)
 - Submit project status reports to stakeholders
 - Escalate as soon as possible to stakeholders if any of the deliverables, timeline or budget is at risk
 - Present oral and written reports defining plans, problems and resolutions to appropriate levels of management
 - Drive organizational change taking full account of obstacle

Skills

- Good record of project management success, both in results achieved and in use of professional methodology
- Good record and knowledge of Transfer Agency and Fund Administration related processes
- Pro-active in developing and implementing strategies that significantly mitigate risk
- Professional relations with all projects correspondents
- Knowledge of a project management methodology
- Handle common M*S Office files / programs. A deeper knowledge of Excel is ideal
- Excellent written and oral French and English skills are essential

Contact

- Please send your CV and cover letter to hr@lux-advisory.com