

JOB DESCRIPTION: FUND OPERATIONS ASSOCIATE

Infranity

Infranity is an asset management company specialising in infrastructure investments. The Company founded by three Managing Partners, Philippe Benaroya, Alban de La Selle and Gilles Lengaigne, as part of a strategic partnership with the Generali Group, is part of Generali Investments ecosystem of asset management firms and currently manages in excess of €8.3 billion of capital from institutional investors. Infranity's investment solutions leverage the resilience of the asset class and its long-term stable returns, as well as its ability to contribute to sustainable development. The investments address major societal challenges such as the energy transition, green mobility, digital transition and improvements to social infrastructure. This positioning, combined with a high degree of selectivity in the investment process, enables Infranity to generate sustainable value for its clients.

Description

RESPONSIBILITIES:

- » Follow-up of funds' activities and assets;
- » Monitoring of new investment execution;
- » Monitoring of assets deferred drawdowns;
- » Monitoring of assets under management and fund revenues;
- » Monitoring of fund cash balances;
- » Oversight of payment of fund invoices;
- » Management of fund investors' cash-flows;
 - Preparation of fund capital calls, control of payments received in bank accounts, and investor follow-up;
 - Management of dividend distributions: cash flow forecasting, calculation of payable dividends, and payment processing;
 - Coordination with transfer agents and Infranity Client servicing team for good execution of LPs' subscriptions/redemptions/transfers (including the equalization of new commitments);
- » Control of Net Asset Values (bi-monthly, monthly, or quarterly NAVs);
- » Calculation of fund management fees;
- » Investor communication: support to the client servicing team in addressing administrative requests from investors.
- » Liaison with auditors, depositaries, funds' accountants, transfer agents, loan administrators, and external valuation experts;
- » Funds' regulatory and tax reportings
- » Support in operational aspects for the creation of new funds;
- » Assistance in the preparation of General Partner (GP) board meetings;
- » Support to project management for the implementation and enhancement of IT tools;
- » Support in the preparation of cash-flow and performance projections for funds.

POSITIONING:

Reporting to the COO.



LOCATION:

Position based in Paris 2ème (1-day remote work/week).

Preferred Requirements:

EXPERIENCE:

A minimum of 4-5 years of experience within:

- » A middle-office/operations team of a Private Equity/real estate/infrastructure investment management firm;
- » An 'Operations' or control department within a fund service provider; or
- » An audit firm in a department dedicated to illiquid assets.
- » A candidate with mixed experience (i.e., audit, asset management, and/or operations in an investment management firm, and/or experience with a fund service provider) will be considered with interest.

EDUCATION:

- » Higher education: Master's degree (Bac+5) in Banking/Finance/Management
- » Languages: Fluent in English, both spoken and written, is required
- » Computer skills: Proficient in MS Office tools (Excel, Word, and PowerPoint). Coding/automation skills are a plus.

QUALITIES:

- » Autonomous and versatile;
- » Organized, rigorous, methodical, able to work with deadlines;
- » Possess analytical and anticipatory skills, proactive;
- » Intellectually curious and adaptable;
- » Results and action-oriented;
- » Reliable, committed;
- » Team player, good interpersonal skills.

Please send your CV and Motivation letter to: infranity.ops@infranity.com

