



## THE COMPANY

At home in Europe. This is Prime Capital. We are an independent asset management firm with high expertise in alternative investments. In direct exchange with our offices in London, Luxembourg and our head office in Frankfurt am Main we do our utmost every day to invest funds reasonably on the capital market – to realize maximum benefit for our customers. But what really counts is the comprehensive know-how of our staff.

Would you like to invest with us in your future? Are you interested in innovative financial products? Then start as part of a dynamic team where we live diversity, and take over responsibility as

## *Business Analyst - Operations (f/m)*

fulltime / permanent  
based in Frankfurt am Main

## YOUR NEW CHALLENGE

We have an exciting opportunity for a Business Analyst - Operations to join our Operations Team in Frankfurt am Main. As a Business Analyst - Operations you will be responsible for the development, coordination and reconciliation of reporting suites and process workflows surrounding alternative investment portfolios to which Prime Capital acts as AIFM, Investment Manager/Advisor, or Platform Operator. The Operations Business Analyst will become a relationship interface for multiple parties, including investors, local service providers (primarily administrators and depositaries) as well as internal departments across the group, the IT department in particular. The successful candidate will form part of a small and dynamically growing team in Luxemburg and Frankfurt, reporting to the Head of Operations and be supervised by the Chief Operating Officer.

## YOUR MAIN RESPONSIBILITIES

- Automate the reconciliation of fund accounts, fee calculations and validation of NAV reports as computed by external administrators;
- Set-up and migration of alternative investment portfolios in internal and external bookkeeping systems;
- Prepare and manage the operational input for information and reporting tasks towards investors, fund directors, regulators, brokers, databases and other stakeholders in respect of alternative investment portfolios;
- Set-up operational client reports taking into account the negotiation, reconciliation and review of high quality data and report requirements;
- Write Python scripts to process data for client reports or database imports;
- Specify processes and calculations for internal / external IT developers, and be the key relationship interface with the core IT team of Prime Capital;

- Perform user-acceptance testing for IT developments and provide feedback in a timely manner;
- Maintenance of existing VBA scripts and reports in Microsoft Reporting Services, and migration to Python based solutions over time;
- Restructure and automate recurring internal processes;

### OUR ASSET, YOUR TALENT

- At least 3 years of relevant work experience in similar positions in the financial services industry, preferably with an asset manager or fund administrator;
- Demonstrable knowledge of NAV and fee calculations, client reporting and the related workflows between the stakeholders of alternative investment portfolios;
- Excellent programming proficiency in Python;
- Experience in Use Case Specifications / Modelling (BPMN, UML);
- PC literate (Microsoft Excel, VBA, Microsoft Reporting Services);
- Working knowledge of absolute return and private debt strategies would be an advantage;
- Self-starter with an independent work attitude as well as exceptional organization and coordination skills, strong attention to detail, ability to manage multiple and shifting priorities with a strong focus on results and outcomes, keen perception, excellent communication and interpersonal skills;
- English and German language proficiency to the level of business negotiations;

### YOUR PROFIT

The opportunity to contribute together with us creating added value to Alternative Investments and providing decisive impulses for professional financial services. A fair working culture with flat hierarchies, attractive remuneration and flexible working hours, diverse sport and health offerings. Continuous career development and training of your skills.

By the way: To date assets of more than Euro 10.2 billion are being structured, securitized, booked on various platforms as well as managed or advised by Prime Capital. That is why we need out-of-the-box thinkers like you. Grow with us!

### WANT TO JOIN US?

Then apply right now by filling out the [application form](#) and send us your detailed application as PDF file with a maximum size of 5 MB by stating your salary expectations and your earliest starting date

We are looking forward to getting to know you!