

Job Description



Job Title: Trainee Administrator
Reports To: Manager
Team: Funds
Location: Jersey

Company

Langham Hall provides premium quality accounting, fund administration and investor reporting services to Real Estate and Private Equity Fund clients.

Langham Hall invests in people and in developing them professionally. We are extremely proud of our leadership-focused culture which fosters a dedicated, approachable and collaborative way of working. We offer the opportunity to progress your career and study professional qualifications; through intensive training and where applicable, full exam tuition and study support.

Langham Hall is a fast-growing company and as such staff experience a variety of responsibilities and inclusion in exciting initiatives beyond their day-to-day role. Employees are supported and encouraged to deliver a first-class service and opportunities are identified at an early stage for employees to engage with our clients which enables them feel involved and challenged in their work.

We are proud of our positive working culture which is reinforced through our employees and our extremely low staff turnover and we seek out people that believe in our values.

Job Role

Overview

This is a great opportunity for a driven and talented individual to make a real difference as part of a dedicated and professional team. The Trainee Administrator will work on a range of matters providing administration, management and secretarial services for established and new Real Estate and Private Equity Funds. Which are typically Limited Partnerships, Fund Company's and SPVs.

There will be a number of interesting and varied ad hoc projects which will give the individual exposure to a wide variety of high quality clients.

This is a position best suited to an enthusiastic individual who is eager to progress a career in fund administration and works well in a team with a willingness to commit to professional qualifications when required.

Duties

Managing client relationships and administration:

- Assisting with the distribution of call and distribution notices, interpretation of agreements, assessing client profitability, dealing with accounting, administration and other client related issues, cash management tasks, invoice tracking and recording and other day to day functions.
- Being involved in all aspects of Real Estate and Private Equity Fund administration and coordination of Company Secretarial duties.
- The maintenance of investor details and investor related documentation, performing calls and distributions, creating and maintaining records of a portfolio of clients.
- Participate in the creation and maintenance of Fund Company investor registers or Limited Partner registers.
- Become familiar with Limited Partnership Agreements and other material agreements or legal documents relating to the management, control and administration of the Funds vehicles for which they have primary responsibility for.
- Daily cash management tasks across a number of bank accounts. To be familiar with banking and payment processes; billing and cash collection, formatting and systems.

Assisting with the take-on and set-up of new clients:

- Coordinating the initial secretarial and regulatory needs of clients.
- Creation of new SPVs, Limited Partnerships and Trusts, playing a pivotal role in the completion and satisfaction of the KYC / AML policy for all new entities or investors;
- In addition to the duties listed above, the Trainee Administrator may be requested to perform any other ad hoc duties or projects as requested by the Management Team.

Person Specification

Qualifications

- Educated to at least 'A' level standard or equivalent and a willingness to study towards a relevant professional qualification.

Technical Knowledge

- The candidate will receive the training and coaching required; it is not expected that the candidate hold any material prior experience in fund administration.
- The candidate will be expected to write business correspondence and deal with routine emails, enquiries and telephone calls.

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- The candidate will develop the ability to effectively present information and respond to questions from other team members and especially clients.
- The candidate will become familiar with statutory requirements and corporate governance matters, be proficient in organising board meetings for various purposes such as the acquisition and disposal of investments, admitting new investors or amendments to material fund documentation.
- The candidate will develop an understanding of the agreements associated with real estate, private equity, and interpretation of terms within including LPA, debt documentation, sale and purchase agreements, leases etc.
- The candidate will be expected to participate at meetings and ensure timely completion of minutes and resolutions for review.

Skills and Experience

- The candidate must have excellent communication skills with the ability to work within a team, and also the ability to use initiative and work independently.
- Strong organisational and time management skills are essential.
- Training on internal systems, controls, procedures and KYC will be given, however, it is essential that the job holder has proven computer literacy skills.