# About the Company

Albourne is a specialist consultant firm which advises investors on alternative asset classes. Established in London in 1994, we offer services that include Portfolio Advisory, Strategy & Operational Research, and Risk Management.

Our clients are sophisticated investors such as Family Offices, Endowments, Foundations, and Public & Corporate Pensions around the world, and they have over $450 billion invested in alternative assets including hedge funds and private markets.

 Albourne has a truly global impact, with 11 offices spanning 18-time zones. Centrally located, our ever-growing Cyprus office has been a vibrant hub for almost 20 years, housing a multi-skilled staff base that collectively speaks 14 languages.

Occupying a space of over 1970 sq. m. in Nicosia, more than 150 employees work together in a space designed to enhance teamwork, encourage communication and help people maximise their potential

Since 2015 our regional headcount has grown more than 115% and we continue to add and expand our team and Cyprus presence.

# Fund Administration Analyst

**Job Summary & Purpose**

Albourne’s Risk team is hiring Fund Administration Analysts. The Fund Administration Analyst is responsible for performing all Fund Administration projects requested by Albourne’s clients. This includes but is not limited to:

* Liaise with Fund Managers and third party service providers in the collection, clean-up and processing of client and fund data on ongoing basis.
* Utilize in-house technology to reconcile and analyse cash flows for Hedge and Private Market Funds on behalf of Albourne’s clients.

**Accountabilities**

* Capture and process all cash flow activity (subscriptions, redemptions, capital calls and distributions) as they relate to client portfolios in Hedge Funds and Private Markets Funds
* Liaise with fund managers, administrators and custodians in the collection, clean up and filing of required data
* Review fund documentation for the accurate analysis and interpretation of fund terms
* Provide support for all ad-hoc projects as and when required
* Confirm and log transactions into Albourne’s database, ensuring all data is up to date
* Reconcile account statements (e.g., cash flows, income, and investment returns) to custodian bank records, investigating any discrepancies
* Aggregate account statements to generate monthly and quarterly portfolio reporting
* Monitor and process all fund and administrator communications across client portfolio
* Perform capital call and distribution pre-processing and confirmation
* Collect, process, and notify relevant parties on fund amendments, required consents, notices and other related actions
* Liaise with colleagues globally in relation to Implementation, Risk, Portfolio Advisory, and Research efforts.
* Clean up and prepare relevant data in Excel for input into Albourne’s database
* Ensure the timely receipt and accuracy of data
* Analysis and interpretation of all relevant documentation (i.e., Prospectus, Limited Partnership Agreements and other related fund legal documentation)
* Comfort and strong understanding in reviewing financial statements

**Qualifications/Other Requirements**

* University degree with a business/economics/accounting and/or finance background or any equivalent numerical degree
* Minimum of 2 Years of experience in a related role considered an advantage
* Ability to assess, understand and interpret legal documentation
* Strong data entry skills, with emphasis on attention to detail
* Ensure client output is delivered in a timely and accurate manner
* Ability to meet tight deadlines and service business needs out of ordinary office hours.
* Highly organized and professional demeanour, with both colleagues and clients
* Self-starter with strong aptitude for learning, and problem solver
* Excellent command of the English language as well as exceptional communication skills (both oral and written)
* Advanced literacy in Microsoft Excel will be considered an advantage
* Attend company events as requested. Travel upon request
* Sign and comply with terms of Albourne Compliance Manuals and procedures
* Report potential conflicts to compliance and work with compliance to ensure that they are resolved

**We are an Equal Opportunity Employer**

**Interested candidates can e-mail their Cover Letter & CV to** personnel-cy@albourne.com

**Please mention position applied for in the subject heading**

**Only successful candidates will be contacted**

# Private Markets Analyst

**Job Summary & Purpose**

Creating client risk reports and portfolio reporting for Private Market (i.e. Private Equity, Real Assets and Real Estate funds). Namely, setting up Private Market portfolios for clients, including populating and producing portfolio reports used to measure:

* absolute and relative performance;
* investment exposures

Reviewing manager documentation to:

* capture and measure fund level performance
* capture underlying investments related information to be used for exposure analysis and Quantitative Due Diligence reports
* Highlight key activity developments to Clients and Albourne’s Private Markets team

Supporting Albourne’s Investment Strategy Analysts with Public Market Equivalent and track record analysis

Reviewing industry related news sources for news that may pertain to assigned fund managers and flagging accordingly to Albourne’s Private Markets team

Working closely with other investment analysts to facilitate knowledge transfer within the company

Provide assistance with the preparation of information for clients and response to “ad hoc” requests

Participation on internal group calls to transfer knowledge of Private Markets within the group

**Qualifications/Other Requirements**

* University degree with a business/finance and/or economics background or any equivalent numerical degree
* Strong data entry and organization skills, with particular emphasis on detail
* Strong aptitude for learning, and problem solver
* Fluent command of the English language
* Proficient user of Microsoft Office (including advanced proficiency in Excel)
* Self-starter
* Participation on Private Market Group calls
* Travel upon request
* Attend company event upon request
* Comply with terms of Albourne Compliance Manuals as s well as Albourne Group’s policies and procedures
* Regulatory registration (dependant on regional requirements)
* Minimum of 2 Years of experience in a related role considered an advantage

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# Software Developers

**Job Summary & Purpose**

Albourne Partners (Cyprus) Ltd develops the applications and websites to support the operations of the Albourne group, which advises its global client base on management of alternative assets, modelling of investments and risk management using latest research and advanced algorithms while adhering to an agile development processes.

**Accountabilities**

* Designing and developing software in cooperation with business users
* Observing a test-driven development process
* Accurately estimating required development time
* Refactoring existing code to improve security, maintainability, efficiency, resilience and the user experience
* Investigating and researching new technologies
* Supporting existing systems, in exceptional circumstances outside ordinary business hours

**Qualifications**

Applicants should possess the below basic qualifications to be initially considered for this position. Advantageous qualifications should be considered additional to the basic qualifications and are deemed desirable but not essential.

**Basic qualifications**

* A Master’s degree or equivalent in Computer Science, Engineering, Mathematics, Statistics or equivalent
* 5+ years of software development experience
* Experience with Java or similar object-oriented programming language
* Experience with SQL and database design
* Ability to work and thrive in a fast-paced environment, learn rapidly and master new technologies quickly
* Experience with debugging, diagnosing, and trouble-shooting complex, production software
* Travel upon request
* Attend company event upon request
* Comply with terms of Albourne Compliance Manuals as s well as Albourne Group’s policies and procedures
* Regulatory registration (dependant on regional requirements)

**Advantageous qualifications**

* Experience with Java version 8 or 9
* Experience with PostgreSQL
* Experience with Git or other distributed version control system
* Experience with Linux and shell scripting (sh, python)
* Experience with Tapestry or similar java web frameworks
* Ability to effectively articulate technical challenges and solutions

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# Data Analyst

**Job Summary & Purpose:**

Albourne’s Risk team is hiring Data Analysts. The Data Analyst is responsible for entering data into an in-house database system, ensuring all fund performance data is accurate and ready to be utilized in other sections of the business. This includes but is not limited to:

**Accountabilities:**

* Review of fund documentation
* Capturing pertinent information in proprietary database
* Update of monthly/weekly returns and other data as necessary
* Processing and filing fund newsletters and reports received via e-mail
* Create new Funds and companies as necessary via company database
* Cross checks returns entered by other members in the team
* Contact Fund Managers to request missing data
* Ensures all invested funds have up-to-date returns
* Ad-hoc projects as assigned
* Update data in excel reports

**Qualifications/Other Requirements**

* Finance/business background or any equivalent degree
* Minimum of 3 Years working experience
* Strong data entry and organizational skills with particular emphasis on detail
* Advanced literacy in Microsoft Excel will be considered an advantage
* Strong aptitude for learning and problem solver
* Fluent English & Computer literacy are a prerequisite
* Self-starter
* Comply with terms of Albourne Compliance Manuals
* Sign and comply with terms of Albourne Compliance Manuals and procedures
* Attend company events upon request
* Travel upon request

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# Due Diligence Support Analyst

**Job Summary & Purpose**

The main responsibility of an ODD support analyst will be the ongoing monitoring and due diligence of Managers in the alternative investment space; as well as producing summaries of significant media, legal and regulatory issues related to those Managers. Monitoring of regulatory registrations would also be included

The purpose of this service is to provide pertinent information to the clients on a real-time basis.

**Accountabilities**

* Using platforms provided by Albourne to set up alerts related to Managers that are assigned to the ODD support analyst:
	+ Reviewing those alerts daily
	+ Summarizing findings from alerts
	+ Filing relevant documents in Albourne’s proprietary database
	+ Keeping the database up to date with changes received from alerts related to Managers being monitored
* Communicate with team and team-lead related to the daily job requirement
* Taking on ad-hoc projects as assigned

**ODD Responsibilities**

* Prepare enhanced background check reports to assess legal and/or regulatory risks associated with the HF and PE funds and/or fund manager
* Review fund newsletters and prepare newsletter summary reports; monitor media updates for new that may pertain to assigned fund managers and prepare media summaries;
* Review audited financial statements to verify information provided by fund managers;
* Review, process and analyse fund administrators’ reports to assess the operational and liquidity risks associations with the fund and/or manager;
* Liaise with fund managers and third-party service providers for documentation, data and verifications related to reports we produce
* Update and monitor the funds’ month end performance data;
* Review fund documentation and update Albourne’s database accordingly
* Ad-hoc projects as assigned

**Qualifications/Other Requirements**

* University degree with a Business/Economics/Legal or related background
* Excellent command of the English language (verbal and written)
* Excellent internet research skills; basic programming knowledge would be considered an advantage
* Experience using LexisNexis and Bloomberg would also be considered an advantage
* Strong numeracy skills, with emphasis on attention to detail and accuracy
* Strong work ethic and aptitude for learning
* Ability to work autonomously and in a team environment, performing under tight deadlines
* Compliance with terms of Albourne Compliance Manual
* Attendance at annual company offsite meeting

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