# 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.

# Fee and Liquidity Analyst

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| **Job Summary & Purpose**  By combining quantitative and qualitative skills, the Fee and Liquidity Analyst will:   * Utilize in-house technology to model, reconcile and analyse Fee and Liquidity structures on investments in Hedge and Private Market Funds on behalf of Albourne’s clients * Liaise with Fund Managers and third party service providers in the collection, clean-up and processing of client and fund data on an ongoing basis   **Primary Responsibilities**   * Model, analyse and interpret a variety of different fee and liquidity structures for alternative funds * Review fund documentation and capture fee and liquidity terms within Albourne’s database * Ensure and maintain accuracy of funds setup on Albourne’s database * Work closely with various other global teams to ensure transfer of knowledge and delivery of various projects in a timely manner * Ad-hoc projects as assigned |
| **Long Term responsibilities**   * Develop an understanding of how specific terms affect investments and understand the nuances behind which terms are more beneficial to investors * Produce, analyse and interpret the results of various Fee and Liquidity models on behalf of clients and colleagues   **Qualifications/Other Requirements**   * University degree with a Mathematics, Finance or Accounting background (or any equivalent numerical degree) * Minimum of 2 years of professional experience * Strong data entry and organization skills, with emphasis on detail * Strong aptitude for learning and problem solver * Excellent command of the English language (verbal and written) * Proficient user of Microsoft Office (including proficiency in Excel) * Travel upon request * Comply with terms of Albourne Compliance Manuals as well as Albourne’s Group policies and procedures   **We are an Equal Opportunity Employer**  **Interested candidates can e-mail their Cover Letter & CV to** [personnel-cy@albourne.com](mailto:personnel-cy@albourne.com)  **Please mention position applied for in the subject heading**  **Only successful candidates will be contacted** |