

Revetas:

Revetas is an integrated real estate management group focusing on investment, asset, property and construction/project management, with current focus on Central and Eastern Europe, having offices in London, Vienna and Luxembourg, and a presence in most CEE countries. The firm manages and invests capital on behalf of a global range of private and institutional investors through a number of regulated collective investment schemes based in Guernsey and Luxembourg. The members of the Revetas team have a proven track record of applying a hands-on investment management approach to maximize the value of its properties. Revetas has utilised its unique business model, working together with leading international banks to restructure and reposition some of the highest quality office, retail and hospitality assets in Central and Eastern Europe.

Revetas Management Luxembourg Sarl is an affiliate of Revetas Capital Advisors LLP (London, UK) based in Luxembourg, the Grand Duchy of Luxembourg, focusing on providing value add corporate and financial administration services to the Revetas investment portfolio and laying foundations of Revetas Group's economic substance in Luxembourg.

Director, Finance - Objective:

Revetas Management Luxembourg Sarl ("RML") is searching for a talented and motivated individual to complement its growing financial administration team based in Luxembourg, focusing on managing Revetas funds and portfolio entities investing in and managing real estate investment portfolio in Central and Eastern Europe ("CEE") through Luxembourg.

Key Responsibilities:

- Directorships
 - Provide board representation and lead as key contact at board meetings in a number of Luxembourg based entities, focusing on holding and financing activities. Ensure action points are followed up and board deliverables are provided in good time
 - Actively build and manage economic substance requirements based on current developments in the industry

- Investment Portfolio Controller Responsibilities
 - Manage/mentor Lux level controller work streams across all the Luxembourg investment portfolio entities
 - Structure and manage relationship with Lux level board, administrators, advisors, including monitoring of performance and fees
 - Manage/oversee Luxembourg financial and tax (CIT, VAT, NWT, WHT, other) reporting and compliance obligations for the portfolio entities
 - Support tax and financial structuring during acquisitions/disposals/liquidation and monitor the implementation and maintenance of the structures across all the Luxembourg investment portfolio entities financial and tax structuring, including MDR/DAC6
 - Manage/oversee internal fund and portfolio level reporting compliance obligations (LPA's and other) under local GAAP, IFRS and Group Reporting Standards, including interim and year end audits where applicable
 - Ensure smooth cooperation of all parties in respect of Investor Reporting cycles, to facilitate flagging and resolution of issues, monitor deliverables against timelines
 - Oversee resolution of issues that arise as a result of the periodic reporting cycles - coordinating with wider Revetas Tax/Finance teams and external advisors as necessary
 - Manage/oversee budgeting and cost controlling process for investment portfolio entities
 - Manage/oversee treasury for the all the Luxembourg investment portfolio entities
 - Support wider Finance Team controlling functions in respect of Revetas Funds with a focus on selected projects
 - Assist in the design/implementation of processes to improve the finance operating framework

Reporting Line & Team Cooperation:

- The candidate will report to the RML directors
- The candidate will cooperate with other RML/external directors and team as well as Revetas wider financial, tax, legal, investment management and administrative teams
- The candidate will further coordinate with local onsite/outsourced bookkeeping, compliance teams and external advisors

Requirements for the position:

- 10 years experience in financial management and administration, of which at least 5 relevant in LUX
- Active directorship mandate experience for at least 3 years
- 5 years experience in managing a team minimum 5 people
- Advanced MS Office user with a particular emphasis on MS Excel
- Fluent in English, knowledgeable in French
- Proficiency with general accounting, taxation and legal principles (including IFRS and Luxembourg GAAP),
- General understanding of taxation and legal framework in Luxembourg
- Self-motivated personality, capable of working independently
- Target oriented and able to deliver to agreed deadlines

Preferrable Qualificatoins:

- German, Luxembourgish or any CEE language
- Previous experience working at a Big 4 firm
- Previous experience as an auditor
- ACA/ACCA or other accounting/tax qualification
- General understanding of taxation and legal framework in CEE countries, the Netherlands, Austria, Guernsey, UK and US
- Previous structuring experience
- Previous experience working in a multi-cultural environment

Compensation Package:

- Competitive compensation package in the range between EUR 100,000 and EUR 110,000 per year, according to experience and qualifications
- Motivated work environment of enthusiastic international professionals
- Opportunity for personal and professional growth within a leading team, deploying state-of-the-art approach to institutional investment management, and putting a personal footprint on the processes and procedures of a multi-national Group
- Annual bonus subject to performance of the individual and the firm

Place of work: Luxembourg City, Grand Duchy of Luxembourg

Job Type: Permanent, Full-Time employment

Starting date: Immediately

Contact:

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