



BNP PARIBAS REAL ESTATE

BNP Paribas Real Estate, one of the principal international real estate service providers, offers its clients a comprehensive range of services covering the entire life cycle of a property: development, investment management, property management, transactions, consulting and valuation.

With 5,000 employees, BNP Paribas Real Estate guides property owners, tenants, investors and local authorities through their real estate projects using its knowledge of local markets in 30 countries in Europe, the Middle East and Asia.

For more information, visit www.realestate.bnpparibas.lu

BNP Paribas Real Estate Investment Management Luxembourg, an authorized alternative investment fund manager (AIFM) is looking for a:

CORPORATE & FINANCE OFFICER

(M/F)

MAIN ACTIVITIES

- **Day to day administration**
 - Execute legal documents in the name of the GP
 - Maintain records of GP's legal documents and correspondence
 - Liaise with notaries, lawyers, banks, external auditors
 - Ensure that activities are in compliance with the rules and regulations applicable in Luxembourg
 - Maintain Luxembourg office space (i.e. ensure valid lease remains in place)
 - Review and pay expenses incurred by GP (e.g. legal, accounting expenses, etc.)
 - Initial and ongoing due diligences on delegated activities to AIFM
 - Execute legal documents in the name of the Master HoldCo
 - Maintain records of Master HoldCo's legal documents and correspondence
 - Prepare and check documents and forms, for deposit and filing with the Luxembourg trade and companies' register
 - Review and coordinate all legal docs pertaining to transactions (acquisitions-divestments) for the Master HoldCos and the Fund
 - Initiate contribution forms for acquisitions
- **Reporting**
 - Manage annual FATCA reporting + FATCA self-certifications
 - Manage GDPR reporting and control plan application
 - Manage Volcker reporting and control plan application
- **CSSF**
 - Ensure CSSF reporting (annual, quarterly and ad-hoc)-and CSSF communication Manager role
 - Ensure the role of manager on Master Luxcos
- **Legal**
 - Apply legal templates on business needs
- **Manage Finance activities of the GP**
 - Be a co-signatory of GP's bank account(s)



- Maintain relationship with local Luxembourg bank
- Monitor monthly cash reconciliation
- **Manage financial accounts and other local compliance obligations of the GP**
 - Oversee/support statutory account preparation process
 - Oversee/support financial statement audit process (if any)
 - Ensure audited accounts and other local filings are made on a timely basis
- **Manage tax compliance obligations of the GP**
 - Be a co-signatory of GP's bank account(s)
 - Ensure filing with the authorities of the CIT, MBT and NWT returns
 - Ensure the GP answers to any correspondence from tax authorities and engage advisors if appropriate
- **Manage finance activities of the Master HoldCo**
 - Be a co-signatory of Master HoldCo's bank account(s)
 - Maintain relationship with local Luxembourg bank
 - Reconcile cash accounts
 - Coordinate distribution process (Distribution form, notices...)
 - Follow up of Interco Financial instruments (summary file)
- **Manage financial accounts and other local compliance obligations of the Master Holdco**
 - Support statutory account preparation process
 - Support financial statement audit process (if any)
 - Ensure audited accounts and other local filings are made on a timely basis.
- **Manage tax compliance obligations of the Master Holdco**
 - Ensure filing with the authorities of the CIT, MBT and NWT returns
 - Ensure the Master HoldCo answers to any correspondence from tax authorities and engage advisors if appropriate

PROFILE

- University Degree in Business Administration / Law
- 2 to 5 years' experience with the Luxembourg fund industry and AIFM, preferably in management company, real estate funds central administrator, or alternatively in an audit firm or trust office
- An experience with real estate investments and structures strongly preferred
- Fluent written and spoken English and French, additional European language skills considered as an asset
- Initiative to constantly improve processes and good understanding of operational controls framework;
- Team player with excellent communication skills, you also like to work in an international environment
- Analytical and problem solving attitude
- Desire to provide a superior internal and external client service
- Well organised with ability to prioritize and used to working under tight deadlines
- Hard worker, motivated, open to change, quick learner and innovator



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REAL ESTATE

Real Estate
for a changing
world

If you are interested, please apply, preferably in English, enclosing a Curriculum Vitae Resume, to:
Jennifer BELLAVIA

10, rue Edward Steichen
L- 2540 Luxembourg - Grand-Duchy of Luxembourg or by e-mail to jennifer.bellavia@realestate.bnpparibas