

ACTUALIS IS LOOKING FOR:

LEGAL COUNSEL(M/F)



LEGAL COUNSEL

Main responsibilities

- Manage and support some of the group's legal and compliance projects;
- Manage the administration of a portfolio of real estate holding companies registered in Luxembourg;
- Support the administration of a Luxembourg registered alternative investment fund management company (AIFM) regulated by the CSSF;
- Prepare compliance reports and documentation in coordination with the compliance officer of the AIFM;
- Handle requests and recommendations of the asset management and portfolio management teams or from the fund controllers (finance team) based in the firm's European offices
- Work closely with the finance team in Luxembourg in order to properly document financial transactions;
- Arrange, attend and take minutes of board meetings or shareholder meetings – draft written board or shareholder resolutions (usually in English language);
- Prepare legal and corporate documents such as intercompany loans, articles of incorporation and preparation of general correspondence for the assigned portfolio companies
- Liaise on a regular basis with all external advisors e.g. notaries, account banks and auditors;

LEGAL COUNSEL

Profile required

- Knowledge of other regulated and non-regulated Luxembourg real estate & private equity structures is a strong asset (Chapter 16, Chapter 15, SIF, FCP, RAIF etc.);
- Knowledge of compliance related laws and regulations is a strong asset;
- Minimum of 3-6 years prior experience in reputable law firm or similar function;
- Strong language skills in English and French (spoken and written) and good command of German is an asset;
- Strong communication skills;
- Very motivated and enjoys working under pressure; used to work independently and to deliver work results on very tight deadlines;
- Willing to travel to other European offices;
- Minimum of master degree in law;
- Act as director of SPVs;
- Good understanding of fund structuring issues and exposure to real estate investment management.

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