



(Senior) Distribution & Marketing Oversight Officer

Munsbach (LUXEMBOURG)

About LRI Group

Luxembourg Regulated Investments established 1988: LRI Group, an Apex Group Company, is a leading investment services company based in Luxembourg. It provides asset managers and investors with three decades of experience in structuring and administration of traditional and alternative investment strategies. LRI Group boasts over EUR 70 bn assets under service across more than 540 funds and has more than 200 staff. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Purpose of the Role:

- To oversee the distributors to whom LRI delegates the distribution function
- To support the LRI Distribution team to deliver distribution support services to clients
- To provide the client with support in the fund registration service

The Role & Key Responsibilities:

- Ensure the adherence of LRI and its delegates to the laws, rules and regulations governing Marketing and Distribution activities – through oversight of the marketing policy and the distribution network of the managed UCITS and AIFs
- Perform Initial and Ongoing Due Diligence on the Distributors. Identify, assess operational risks and highlight findings/ recommendations (where relevant) in your due diligence report
- Perform Initial and Ongoing Due Diligence on the Distributors via on-site visits, where required.
- Review documentation such as Prospectus, Long Forms Reports, Application Forms, delegates' policies and procedures, non-objection letters, due diligence reports, etc.; monitoring of Service Level Agreements with the distributors and other 3rd party distribution partners
- Follow-up on any issues identified and escalation to the Management if needed
- Communicate and maintain relationship with the delegates of FRMC and other 3rd party service providers



An Apex Group Company

- Establish communication with clients and provide proactive assistance on distribution related issues
- Escalate issues when required
- Assist the team with implementation of distribution services
- Ensure consistent, correct and timely delivery of services internally and to clients
- Deliver distribution support services, such as market research and analyses, agreements review, research and selection of service providers, etc.
- Manage fund registration and distribution service for clients both UCITS and AIFs
- Liaise with regulators, lawyers, clients and third-party service providers
- Deal with the administrative modalities of funds registration, being compliant with the regulations, ensuring a high level of accuracy and respecting deadlines and procedures
- Liaise with the Conducting Officers and contribute to regular reports, maintain documentation, identify potential breaches and escalate when required
- **Contribute to quarterly fund Boards, by preparing fund's board reports and notably key performance indicators on distribution within the agreed deadlines**
- Research and keep up-to-date on the cross-border notification procedures in the EU and non-EU countries
- Maintain the internal distribution and registration databases

Skills Required:

- You have a minimum of 3-5 years experience in the fund industry, ideally in fund distribution, additional exposure to legal/compliance/TA functions would be an advantage
- You hold a Bachelor's degree or equivalent in Economics, Law or similar qualifications;
- You are fluent in English with excellent written and oral communication skills, fluency in a second European language such as French or German would be an asset.
- You demonstrate a good understanding of the investment fund industry, distribution process, KYC/AML related regulations;
- You are keen to further develop your practical knowledge of laws and regulations applicable to financial services, both within Luxembourg and other jurisdictions;
- You have developed strong commercial awareness, analytical and communications skills;
- You are very organized and detail focused, able to multi-task



An Apex Group Company

- You are energetic and solutions based team player who is willing to help and support your colleagues
- You have a good working knowledge of Microsoft PowerPoint, Excel, Word and PowerPoint
- Ability to communicate with the senior management internally and externally
- Previous experience in a Management Company/or Big 4 audit firm is an advantage

What you will get in return:

- A high level of visibility within a large organisation on an upwards trajectory
- The ability to define processes, to drive innovation and have a tangible impact on the business
- Be part of an open-minded, dynamic and fast-paced team
- Exposure to all aspects of the business, cross-jurisdiction and to working with clients and management directly.
- The opportunity to innovate and grow technically and personally.

Ready for the challenge?

If you are interested in this challenge, we look forward to receiving your application documents (motivation letter, CV, testimonials/reference letters) including additional information about your earliest possible starting date as well as your salary expectations via e-mail to jobs@lri-group.lu.

For further information about us, please have a look at www.lri-invest.lu. As we are a part of the APEX group, you can also visit www.apexfundservices.com for additional information about our international and growth-oriented group. Please also have a look at www.theapexgroup.com for further information about the other companies being part of this group here in Luxembourg.

Additional information

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences.



An Apex Group Company

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet.

For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>