
alpha associates

Performance in Private Equity, Private Debt and Infrastructure

We are looking for...

Alpha Associates is an independent private equity, private debt and infrastructure manager and advisor based in Zurich, Switzerland. We are an international team of approximately 50 and are looking for a Junior Investment Controller. The firm is owned and managed by its founding partners and is an asset manager regulated by the Swiss Financial Market Authority. Our working language is English.

We manage funds-of-funds and customized accounts for institutional and private clients worldwide. We make primary fund commitments, direct co-investments and buy mature portfolios in secondary transactions.

For the reinforcement of our team, we are looking for a

Junior Investment Fund Controller (100%)

You will be part of our **Investment Controlling team**, working closely with the accounting department and the investment team. Your diligent work will support us in generating financial and investment reports with highest quality standards. Tasks and responsibilities include the following:

- Rigorous control of private equity, infrastructure and private debt valuation and cash flow entries.
- Support of the investment team in the monitoring of fund investments and direct investments.
- In-depth portfolio analysis and creation of client reports.
- Detailed performance and benchmarking analysis for existing and potential clients.
- Interaction with accounting departments of global fund managers.
- Contribution to the continuous improvement of business processes.
- Regular interaction and cooperation on IT requests and projects with our external IT and software services provider abroad.
- Becoming an expert user of our proprietary software database and asset management tool.

The ideal candidate will have

A university degree or equivalent higher education (Fachhochschule) in finance or accounting and 1 to 3 years of relevant working experience, preferably in the closed-end investment funds industry. Candidates must be team players and have strong accounting, analytical, and self-management skills and have excellent knowledge of MS Excel. Fluency in written and spoken English is a must, German is an asset. Starting date by agreement.

Are you interested?

If you are interested in working within a dynamic international team in an environment with open communication and a flat hierarchy, please send your application to: daniela.watter@alpha-associates.ch