
αlpha 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 50 and are looking for a Finance Controller to support our Finance and Controlling department. The firm is owned and managed by its founding partners and is an asset manager regulated by the Swiss Financial Market Supervisory Authority (FINMA). 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

Financial Controller Private Equity 80-100%

The appointee will work closely with our Chief Financial Officer and have the following tasks:

- Take on financial and administrative responsibility of key client mandates and/or funds.
- Monitor the underlying investment portfolio including fund investments, direct investments, and listed stocks. Update and review portfolio information in the investment database.
- Maintain the treasury function, review cash balances and initiate bank wires, drawdowns and distributions.
- Prepare quarterly and annual reports and financial statements according to Swiss accounting standards and/or IFRS.
- Compile financial data for investor presentations and tailored quarterly reports.
- Coordinate with the investor relations team, the investment team and the legal team on reporting and other business matters.
- Collaborate with external administrators, auditors, and consultants (tax, legal, etc.).
- Contribute to the continuous improvement of business processes

The ideal candidate will have:

A university degree or higher education in economics or finance and at least 3 years of relevant working experience, preferably in the private equity, infrastructure or private debt investments area. Candidates must have strong analytical, accounting and self-management skills. Fluency in written and spoken English is a must, German is a highly valued asset. The starting date upon 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 complete application to Daniela Watter: daniela.watter@alpha-associates.ch