



Fund Operation & Finance Manager **Associate Director (f/m/w)**

Frankfurt, Germany

AEW is one of the world's largest real estate asset managers, with €79.2bn of assets under management as at 31 December 2023. AEW has over 910 employees, with its main offices located in Boston, London, Paris and Singapore and offers a wide range of real estate investment products including comingled funds, separate accounts and securities mandates across the full spectrum of investment strategies. AEW represents the real estate asset management platform of Natixis Investment Managers, one of the largest asset managers in the world.

As at 31 December 2023, AEW managed €37.0bn of real estate assets in Europe on behalf of a number of funds and separate accounts. AEW has 515 employees based in 11 offices across Europe and has a long track record of successfully implementing Core, Value-Add and Opportunistic investment strategies on behalf of its clients. In the last five years, AEW has invested and divested a total volume of almost €20bn of real estate across European markets.

OVERVIEW OF ROLE

MAIN DUTIES AND RESPONSIBILITIES:

- Responsibility for several Special Real Estate Funds invested in Europe dealing with the day to day business / operations
- Support and review on NAV calculations, monthly and quarterly reporting packages
- Supporting the fund teams acquiring new assets and managing new / existing real estate portfolios as well as selling properties and portfolios including liquidation
- Liquidity / cash management and performance measurement of funds and distribution recommendation, arranging for capital calls & repayments
- Support annual financial statements of fund & SPVs
- Dealing with structuring and tax related topics
- Involvement in ad-hoc requests and projects
- Maintain relationships with fund & asset management teams as well as external service providers & advisors

PROFILE

- Finance professional with (in general) academic background
- Experience with fund reporting including NAV calculations, financial statements, managing intra-group financing transactions and fund flows, preparing financial & tax information for investors and service providers



- Knowledge of German Investment Law, structuring techniques, including tax and transfer pricing
- Working in a team, but also with own initiative, accurately working and meeting deadlines
- Fluent in German and English
- String IT system skills and MS Office (in particular Excel)

EXPERIENCE REQUIRED

- Previous experience working in a pan-European real estate funds management or audit environment, particularly the closed-ended real estate funds market
- Strong verbal and written communication skills with an ability to liaise across all levels of business, with both finance and non-finance teams and with investors
- Ability to review and interpret fund and legal documentation

As an employer, we offer our employees equal access to job opportunities regardless of gender, race, ethnicity, sexual preference, social status, handicap, and age. We strive to develop a fulfilling and an inclusive working environment as we believe diversity enriches us and fosters collective intelligence.