
Function: Junior Controller 100%, Private Equity
Entry level: Analyst / Associate
Location: Zurich, Switzerland

Mill Reef Capital is a Zurich, Switzerland based, highly specialized private equity secondaries investor focusing on proactively sourced investment opportunities in the smaller, non-traditional secondaries market. Founded in 2019, the firm has experienced strong growth and demand from institutional investors. To strengthen our team, we are looking for a new joiner as Analyst / Associate to assist the finance and controlling department.

Your Tasks:

- Working with the external fund administrator to ensure the quarterly and annual fund accounts are produced accurately and in a timely manner
- Operational management of the Mill Reef funds (e.g., financial reporting, cash management)
- Interaction with fund managers, investment partners, auditors, administrators, and other internal / external stakeholders
- Support the annual audit process for the funds, including valuation queries
- Support internal workflows and ensure that all applicable deadlines are met
- Support ad-hoc investor queries

Your Profile:

- Bachelor's degree or above in Accounting, Finance, or related disciplines (CPA qualifications or equivalent are preferable)
- At least 2 years work experience at a financial services company; experience in the private equity industry is a plus
- Audit / Big 4 background is preferred
- Ability to quickly learn new software tools
- Proactive hands-on approach; ability to work independently in a fast-paced environment
- Proficiency in English, any additional language is a strong plus

What we Offer:

- Join a successful and very ambitious team, driven by clear common goals
- Benefit from flat hierarchies and a very meritocratic work environment
- Competitive compensation, which is comprised of base salary and variable component

Process:

Please send your full application to recruiting@millreefcap.com