

Fund Administration Assistants

Midmar Capital is a specialist investment management firm that provides regulatory incubation and support services for start-up investment businesses. We focus upon alternative assets such as private equity and venture capital funds predominantly in the technology, sustainability and socially responsible investment sectors.

We are currently seeking two enthusiastic and motivated individuals to join our team as Fund Administration Assistants.

These are varied roles in a growing investment firm, providing investment, administrative and compliance support to all areas of the business. The successful candidates will have the opportunity to develop aspects of the role to their specific interests and strengths and will gain broad experience of private equity, venture capital, fund administration and regulatory compliance.

Key Responsibilities will include:

- Onboarding of investors including support on 'KYC/AML' processes and investment subscriptions and transfers
- Administrative support on investment recommendations and investor reporting
- Administrative support with FCA applications for firms and individuals including support on extensive due diligence/background checks
- Assisting with various regulatory filings
- Helping the team to establish, co-ordinate and successfully operate various investment-related and compliance processes
- Writing and issuing of the monthly newsletter and website/social media posts

Ideally, we are looking for candidates with:

- One to three years' experience in a fund administration or compliance support role in an investment or financial services company
- Interest in gaining a professional financial services qualification
- A passion to develop a career in one of the most specialised and innovative areas of the UK's financial services industry
- A keen interest in the technology, sustainability and socially responsible investment sectors

The roles require:

- The ability to follow instructions/design briefs with attention to detail and initiative
- Flexible, proactive and analytical thinking
- Confidence working in a small team and independently
- Good communication skills
- Good time management and organisational skills
- Strong IT skills
- Good working knowledge of Microsoft office

- Energy and enthusiasm for every task and a commitment to delivering the highest standards

Benefits for the successful candidates will include:

- You will gain valuable and relevant business experience to assist your career development
- You will have the opportunity to learn from, and make connections with, industry professionals in the fields of private equity, venture capital, fund administration, regulatory compliance and the broader financial services market
- You will work directly with firms that invest in evolving and innovative businesses operating at the forefront of technology, sustainability and socially responsible investment
- You will work with, and be mentored by, experienced professionals in an inclusive collegiate environment where every team member is encouraged to express their views and has the ability to make a meaningful contribution

We also offer:

- an induction process and ongoing training tailored to the role
- support for ongoing study towards relevant professional qualifications
- flexible working arrangements: the location of the role will initially be office-based, in the centre of Edinburgh, for the induction and in order to build strong connections with other team members, but will move to a hybrid model of office and remote/home-based thereafter
- competitive salary and benefits package

Interested candidates should email Kevin Gallacher (kevin.gallacher@midmarcapital.com) with their CV and a short covering letter outlining their suitability for, and interest in, the role.