

## Senior Portfolio Officer (f/m/d) – Luxembourg

### YOUR MISSION

We are looking for a **Senior Portfolio Officer (f/m/d)** to join our Portfolio Management team in Luxembourg. Under the supervision of the Conducting Officer, you will take ownership of key portfolio oversight, execution, and coordination activities for several Private Equity funds managed by the AIFM. In this role, you will work closely with the investment advisor, administrators, depositaries, and other key stakeholders to ensure accurate portfolio monitoring, efficient day-to-day operations, and full adherence to AIFMD and Luxembourg regulatory requirements. This position offers broad exposure, growing responsibilities, and direct involvement in the governance, oversight, and operational management of alternative investment funds within an international environment.

### ROLE & RESPONSIBILITIES

- Perform day-to-day portfolio monitoring for the AIFM’s alternative investment funds.
- Ensure ongoing compliance with investment strategies & restrictions, regulatory requirements.
- Review and validate investment data, transactions, capital activity, liquidity updates, and cash forecasting.
- Collection and review of KYC documentation for each transaction.
- Prepare portfolio dashboards, internal reports, KPIs, and exposure analyses.
- Contribute to regulatory reporting and support CSSF information requests as required.
- Ensure accuracy, completeness, and consistency of portfolio data within internal systems.
- Participate in ad hoc projects including process optimisation, tool implementation, data automation, and reporting enhancements.
- Work closely with Risk Management, Compliance, Operations, and Conducting Officers to ensure alignment across the AIFM.

### YOUR PROFILE

- 2–3 years of relevant experience in portfolio management within an AIFM.
- Strong understanding of AIFMD, Private Equity asset class, Luxembourg fund structures.
- Solid analytical mindset with strong attention to detail. Ability to manage responsibilities independently while maintaining a high standard of execution.
- Proficiency in MS Office (particularly Excel); experience with portfolio monitoring tools.
- Strong communication and coordination skills with internal and external stakeholders.
- Fluency in English (written and spoken); German is a strong asset.
- Experience with dashboards, workflow tools, or data automation solutions.

### ABOUT U FUND SERVICES

U Fund Services S.à r.l. (“UFS”) is an independent AIFM and Central Administration based in Luxembourg, regulated by the CSSF. We specialize in supporting Private Equity alternative investment funds with tailored solutions that simplify operational and regulatory complexity. Our deep expertise across the fund lifecycle, combined with a strong commitment to integrity, efficiency, and governance – enables us to streamline complexity and ensure full regulatory compliance. We empower fund managers to navigate Luxembourg’s sophisticated regulatory environment with confidence. From AIFM oversight to investor servicing, we deliver institutional-grade services powered by advanced technology and deep regulatory insight – supporting your growth, governance, and operational excellence.

Interested? Apply now and share your CV with us at [contact@ufundservices.com](mailto:contact@ufundservices.com)