

Are you ready for the next step in your real estate career? Then this is your chance! We are looking for a bright, talented, and enthusiastic real estate professional.

FUND CONTROLLER

As a Fund Controller at Primevest Capital Partners, your role is to implement and monitor the planning and control cycle (budgeting, financial closing, reporting) in relation to the financial administration of funds and mandates, with an emphasis on preparing and monitoring the financial reports for management and investors.

Who are we looking for?

Your capabilities and skills include:

- A Bachelor/Master level of work and thinking in the direction of finance or economy;
- Completed Post Bachelor Controller study;
- At least 5 years' experience in a similar position within the real estate industry;
- Being fluent in Dutch and English, German would be a plus;
- Self-starter, operating independently while being results-oriented;
- Thorough understanding of accounting policies GAAPs, IFRS including audit and procedures;
- To build good relationships with stakeholders at all levels both in-house (all departments and externally (accountants, tax advisers, property managers, joint-venture partners & fund service providers).

And...

Being a high performer, always looking to improve yourself and your work. You have a curious mindset and are anxious to explore; you have a 'yes we can' mentality and are eager to learn. The team takes priority and achieving our goals together makes you tick. You wear your heart on your sleeve and like to work in an open environment. You are allowed to make mistakes but learn from them and take responsibility for them.

Your Position:

As a Fund Controller, you will be responsible for (oversight of) the financial administration and financial reports of the company. You need to ensure the process optimisation and improvements in the financial administration for our funds and mandates on fund level as well as on asset level. In addition, you are responsible for building good relationships with a wide range of business partners. In so doing, you maximise effectiveness and efficiency of resources.

- Monitors the fund administration carried out by external parties;
- Accompanies financial audits;
- Instructs service/accounting providers & checks the rent to be invoiced;
- Acts as the first point of contact with regard to financial administration for external parties;
- Draws up reports for investors, banks and service providers;
- Data management (Voyanta) – super user;
- Liquidity management, makes cash flow overviews;
- Responsible for reporting (qualitatively & quantitatively) to internal & external stakeholders;
- Reporting to banks;
- Ensures process optimization and improvements in the financial administration;
- Manages and optimizes the AO/IC processes;
- Anticipates external and internal changes and translates the consequences into financial processes;
- Budget cycle; oversight of budget v actuals reporting;
- Oversight of all fees across the structure;
- KPI reporting & performance analyses;
- You will report to the CFO Finance & Risk and functional to the Head of Parking.

Communication Skills & Financial Knowledge

Excellent communicator with the ability to interpret and explain complex financial data.

Who is Primevest Capital Partners?

Primevest Capital Partners is a pan-European investment boutique that specialises in investments in innovative real estate. At Primevest Capital Partners, our vision is to help our clients to provide for their sustainable financial future by investing in the future of our cities in realising sustainable urban living, improving connectivity, and enabling mobility.

Our investment philosophy and vision are energised by the current trend of urbanisation and the ability to fulfil the needs of modern metropolitan communities, while enhancing the quality and sustainability of people's lives.

From our offices in Utrecht, Eindhoven and Berlin, a team of 70 professionals manage €3 billion in assets including sector-focused funds, individual institutional mandates and a number of funds targeting private investors as well as family offices following acquisition of Holland Immo Group. Primevest Capital Partners is part of the Primevest Capital Partners Holding B.V.

Our activities at a glance:

- Europe's leading car park investment manager
- First mover in communication infrastructure
- Proven track record in the residential sector

Primevest Capital Partners has a very personal approach in the way we cultivate our relationships. Nothing we do is standard. We are committed to utmost transparency in financial reporting and the provision of data and bring unique insight. Our teams include sector-specific industry specialists, which gives us unparalleled knowledge of the markets where we operate.



Our purpose is to make a difference for our clients at decisive moments and to deliver a high quality product. We therefore look for people with diverse qualities who want to contribute to the openness and inclusiveness of our in-house culture. To increase our professionalism, we also focus on giving each other continuous feedback. To keep our performance at a high level, we look for talented individuals who are ready to take their next step.

What can we offer you?

- An open, inspiring, informal and young working environment;
- New office location in the heart of Utrecht in Q1 2023;
- Good monetary compensation and secondary employment conditions;
- Fantastic learning and development opportunities, potential to present yourself and build your CV;
- To work in an institutional and international context.

If you are interested in this job, please submit your CV to **Babette Hendrikse** via babette.hendrikse@primevestcp.com or +31(0) 6 22 79 17 56.

An assessment can be part of the procedure.

Investing in the future of our cities



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