



Kepler

Kepler Europe GmbH
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Office Manager and Internal Audit in Frankfurt

The Company

Kepler Partners LLP is headquartered in London and is the investment manager of the KLS UCITS Platform, a Dublin domiciled UCITS umbrella platform on which we host third party managers as well as an in house managed Emerging Markets Equity strategy. There are currently 6 active funds on the platform, with assets under management of \$1.5bn.

As part of its growth plans, Kepler has established a German subsidiary, Kepler Europe GmbH, based in Frankfurt and is currently seeking to obtain a UCITS Management Company authorisation from BaFin. This will enable the firm to be appointed as the Management Company of the KLS UCITS Platform, and further enabling the group to expand its fund servicing and distribution business in the regulated investment funds market.

For this strongly growing business in Frankfurt, we are looking for a full-time.

Office Manager and Internal Audit

Kepler is entirely independent and is solely driven to provide the best level of service for its clients.

The Role

Your responsibilities / main tasks:

- Ensure that internal policies and procedures are implemented, periodically reviewed and are working effectively
- Ensure efficiency of the internal audit monitoring program
- Support and implementation of regulatory or legal innovations

- Review and assess work done by external service providers (e.g., fund administration, depositary, investment manager)
- Ensure adequacy of the periodic reports to be issued by the control functions (Management Board, KLS ICAV Board, BaFin, CBI, Investor)
- Drive internal audit related projects and developments (internally and at group level)
- Use a range of software, including email, spreadsheets and databases, to ensure the efficient running of the office
- Manage online and paper filing systems
- Develop and implement new administrative systems, such as record management
- Record office expenditure and manage the budget
- Organise meetings with staff (this may include typing the agenda and taking minutes)

The Candidate

- Bachelor's degree from an accredited university in Accounting, Finance, or other relevant field, or alternatively a completed apprenticeship in an office context.
- Relevant experience within the fund industry (e.g., fund management, fund administration) will be considered an asset.
- High degree of motivation and flexibility, self-driven and quality-focused
- Excellent self-organization, ability to work in an autonomous environment
- Ability to multi-task effectively, responding to changing business priorities and deadlines
- Analytical, conceptual and problem-solving attitude
- Fluent written and spoken communication skills in German and English are considered a must
- Excellent team player
- Good knowledge of the MS Office suite, especially in MS-Excel

Kepler Partners LLP is a young and successful company with ambitions and a clear focus. We offer a highly dynamic work environment following an entrepreneurial approach, a motivated team with flat hierarchies, offering the successful candidate the possibility to make a change and gain exposure to a fast growing fund management and services business.

Are you interested? Then contact us:

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