

**Job Offering**

**Microfinance Fund Legal Officer**

Start: September 2009 – Based in: Luxembourg

**We are a young consulting services company...**

- active essentially in microfinance but also in other sustainable and social investments. Microfinance aims at providing financial services to economically active people who don't usually have access to such services. It thereby enables people to develop their talents by helping them establish and grow businesses which contribute to an improvement of their living conditions and to the welfare of their community.
- offering specialised consulting services in the establishment of microfinance investment vehicles (MIVs) but also in other ethical and responsible businesses such as renewable energy and energy efficiency
- with clients ranging from development finance institutions agencies to foundations, banks, NGOs, institutional investors and other consulting firms
- currently managing several projects focusing on Asia, Africa and Central and Eastern Europe

**We seek...**

A Fund Legal Officer, with experience in the establishment of Luxembourg investment funds, eager to support the development of Microfinance. His/her main responsibilities will be to:

- assist and support microfinance investment funds in corporate and administrative matters:
  - update the prospectus/offering memorandum and other legal documents
  - assist in the preparation of board meetings and general meetings of shareholders
  - liaise with all service providers regarding new products and services of the investment vehicle
- participate and assist promoters in the whole process of the set-up of investment vehicles, essentially in Luxembourg: from concept design to actual inception of the investment vehicles
  - support the structuring of investment funds and investment vehicles:
    - design of the investment strategy
    - structuring: business plans, relationship with the promoter and investors, etc.
  - draft the legal documentation of the investment vehicles designed by the team: term sheet, offering memorandum, articles of incorporation, various agreements (service providers, investment management, etc.)
  - select and liaise with custodians, administrators, law firms, audit firms and other fund service providers as well as liaise with supervisory authorities both in Luxembourg and abroad

**We offer:**

- a challenging and very diversified job involving contacts with many different cultures and nationalities
- a young, flexible and dynamic work environment in a growing industry
- an opportunity to work in the responsible finance arena, combining financial services, sustainable development and ethical values
- an opportunity to contribute to the company's development

**You are:**

- a university graduate (ideally in law), fluent in English and French and/or German
- an investment fund professional with minimum 3-5 years experience in the fund set-up industry and excellent knowledge of Luxembourg and international investment vehicles' regulatory frameworks
- aspiring to work in a small and dynamic private company
- a person whose goals in life are fully in line with our development and social values
- flexible, organised, pro-active, communicative, stress-resistant, independent and team player

If you think that this job is made for you, you are invited to submit your application, together with a cover letter, your latest CV and up to three references to [jobs@innpact.com](mailto:jobs@innpact.com).