



**We are looking for a reliable and dedicated  
Fund Controller (50-100%)  
to support the growth of our private markets secondaries business.**

### **About Multiplicity**

Multiplicity Partners is a Zurich-based investment firm specialising in providing liquidity solutions to holders of private market funds and distressed assets. We are a secondaries investor focused on smaller deals and mature/tail-end portfolios, across the private market spectrum. The firm advises the LTO Fund family and has raised more than USD 250 million in commitments since 2016. More about us on [www.mpag.com](http://www.mpag.com).

### **Key Responsibilities**

- Oversee the operations of Multiplicity's LTO Fund II, III and IV, a series of Jersey-domiciled private market funds
- Actively collaborate with the investment team to prepare our funds' quarterly portfolio valuations and investor reporting
- Monitor capital calls and distributions and improve the efficiency of cash management
- Manage the relationships with service providers such as fund administrators, auditors and tax consultants
- Support secondary transaction implementation, specifically external fund transfers
- Optimize and automate processes and workflows, e.g. implementation of new documentation and filing system

### **Skills & Qualifications**

- Significant relevant experience in fund operations, preferably for a private markets fund-of-funds, secondaries fund or other alternative investment firm
- Strong understanding of investment funds, financial instruments and the regulatory environment related to private market funds
- Proficiency in Excel
- Excellent analytical, organizational and problem-solving skills

- Strong communication and interpersonal abilities, capable of working effectively in a team and with external partners
- Ability to work independently and reliably
- Detail-oriented with a commitment to accuracy and quality in work outputs
- A solid financial background and fluency in English are essential for the role. Professional qualifications such as CPA, as well as German language skills are considered a strong plus

### **Our Offer**

- Join a successful and motivated team, driven to provide excellent investment outcomes for their investors
- Opportunity to develop your skills, experience and career further in a small but fast-growing asset manager
- Competitive compensation scheme, attractive working conditions and support for any additional education/training
- A friendly and active company culture driven by teamwork and clear common goals

### **How to Apply**

Please apply by email to Roger Rüegg at [hr@mpag.com](mailto:hr@mpag.com) with the subject line “Fund Controller Application”.