


Investor Operations Manager

Lend Lease Corporation Limited • Sydney NSW 2000

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

TIME MANAGEMENT

FINANCIAL MANAGEMENT

INVESTOR RELATIONS

OPERATIONS

OPERATIONS MANAGER

QUANTITATIVE

FINANCIAL SERVICES

Full job description

Investor Operations Manager Lendlease's global investment management platform spans Asia, Australia, and the United Kingdom. Our investment professionals manage approximately A\$36 billion globally in property assets via funds and separate mandates. We invest on behalf of pension funds, sovereign wealth funds, investment managers and insurance companies, offering our investment partners access to quality property assets. Job Description: An exciting opportunity is available for an Investor Operations Manager to join our Investment Management Team reporting to the Head of Investor Relations. The Investor Operations Manager is responsible for the day to day operations of the Funds Management investor base. This includes data management of investor records, information and reporting. Key Responsibilities include: *

- * Timely preparation of monthly, quarterly and annual reporting including co-ordination of annual tax statements for investors
- * Processing and coordination of distribution payments within the Yardi system
- * Management of transactional investor requests such as audit confirmations and fee information
- * Management of current and historical investor records in the Yardi system
- * Build strong relationships internally including with the Investor Relations, Finance and Data & Analytics teams to ensure reporting requirements are met
- * Lead improvements to processes and systems in conjunction with other


Job details

 Date posted
10 Jun 2021

 Expired On
13 Jul 2021

 Category
Executive Management & Consulting

 Occupation
COO, GM & MD

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\$0 - \$0

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Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

functional areas * Manage compliance with relevant standards and statutory authority requirements for all fund vehicles

Qualifications and Experience: The successful applicant will have:

- * A degree in Property, Economics, Accounting, Financial Management or Commerce
- * 5+ years experience in a real estate or financial services role, ideally in a finance, operations or investor relations capacity
- * Specific knowledge of Yardi preferred
- * Excellent time management, stakeholder and communication skills
- * Analytical and quantitative skills
- * High level knowledge of financial concepts
- * Ability to meet demands of reporting cycles and multiple deadlines
- * Meticulous attention to detail and accuracy on work deliverables
- * Strong interpersonal skills with a proven ability to build and maintain a positive and cooperative relationship with key internal and external stakeholders at all times
- * High degree of professionalism and commercial sensitivity

We embrace the value of a vibrant and diverse workforce and recognise that our people have different experiences and needs at different times. Lendlease is a diverse, flexible and inclusive employer of choice. We engage, enable and empower our people and support their individual needs. Inclusion sets us all up for success.