Private Fund Accounting Team Assistant

Reporting to	Head of Private Market Fund Accounting	**Contract**	Permanent
SMCR Role	Conduct	**People Management**	No

About London CIV

London CIV is the investment pool for the Local Government Pension Schemes (LGPS) of London and Buckinghamshire local authorities. Authorised and regulated by the FCA, the pool is owned by all London boroughs, the City of London and Buckinghamshire (also known as London CIV's Partner Funds).

The pool provides a broad investment offering across public markets through its Authorised Contractual Scheme (ACS), alongside a range of private markets funds. London CIV also provides Partner Funds with investment strategy and Strategic Asset Allocation (SAA) advice, alongside specialist pension advisory and support through LGPS PASS (Pension Advisory and Support Services). As of 30 September 2026, assets under management stood at c.£65 billion.

The role

As Fund Accounting Team Assistant at London CIV, you'll support the delivery of high-quality financial reporting and fund administration across Private Markets. Reporting to the Head of Private Market Fund Accounting, you'll work closely with internal teams and external partners to ensure timely, accurate and insightful financial information is available to clients and stakeholders.

This full-time role offers hands-on experience in fund accounting and administration within a regulated asset management environment. You'll need strong organisational skills, a proactive approach and the ability to work collaboratively across teams.

What you'll be doing

Provide administrative and coordination support to the Private Markets Fund Accounting team across day-to-day operations, governance and reporting.

Your responsibilities will include:

Reporting & Oversight

- Coordinate the receipt and review of third-party reports and quarter-end deliverables with internal teams, general partners (GPs), administrators and service providers, ensuring they meet internal requirements and support London CIV's oversight processes.
- Assist with producing and maintaining internal reports, including the Risk and Control Self-Assessment and third-party controls oversight documentation.
- Assist the fund accountants with reporting, including CTI, fee savings and valuation papers.
- Support IREP reporting, tracking and related operational activities

Fund Administration

- Assist with reviewing key investor reports and completing associated checklists, including quarterly reports, Annex IV submissions and performance slides.
- Maintain operational, governance and reporting trackers, monitoring actions and deadlines.
- Support Know Your Customer (KYC) and anti-money laundering (AML) document collection, periodic reviews and information requests relating to investors and investments, including providing KYC and other documentation to underlying investments.
- Liaise with Governance to support quarterly EVC meetings, including coordinating committee papers, meeting administration and tracking governance actions.
- Perform daily checks and maintain trackers for Private Markets fund subscriptions and redemptions, underlying GP capital calls and distributions, and assist with corporate actions.

Invoice & Payment Processing

- Manage invoice processing and tracking, and maintain invoice logs and VAT schedules.
- Support VAT reporting and expense monitoring, ensure timely payment and accurate allocation of third-party costs, and process payment instructions through the third-party administrator.

- Assist with preparing and validating Private Markets management fee invoices, checking fee calculations against the rates set out in the relevant Trust Deed.

Legal & Documentation

- Maintain the central repository for Private Markets legal documentation, operational documents, filing systems and audit trail records, ensuring accessibility and completeness.
- Support investment onboarding and fund launches, including documentation, portal access requests and coordination.

Vendor & Stakeholder Engagement

- Assist with third-party oversight, including meeting support, systems access, query tracking and key performance indicator (KPI) reviews.
- Coordinate and support the resolution of queries raised by various stakeholders, including the third-party administrator, GPs and the Investment Manager.

Client Servicing

- Collaborate with internal and client-facing teams, custodians and service providers to resolve operational queries and contribute to a positive client experience.

Leadership and Culture

- Work closely with senior leaders across the organisation to support the performance of the operations function. This will involve leading by example to inspire colleagues, support talent, and role model what good looks like to your peers.
- Demonstrate the behaviours and standards that contribute to a strong organisational culture.
- Act as an internal centre of excellence within your area of specialism, promoting consistent standards, sharing knowledge, and driving continual improvement across the organisation.
- Maintain high standards of professionalism at all times. Adhere to the conduct rules expected of a Conduct employee under the SMCR.
- Proactively lead engagement across all LCIV teams, as well as external stakeholders ensuring clear and timely communication. When it comes to high-priority projects, proactively act as a bridge between stakeholders, and employees, ensuring alignment in objectives, priorities and delivery.

What we're looking for

Essential

- Strong organisational, analytical and numerical skills.
- Ability to work independently with a proactive and solutions-focused approach.
- Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint.
- Clear and confident communication skills, with the ability to engage stakeholders at all levels.
- Collaborative mindset and the ability to work effectively in small teams within a matrix structure.
- General understanding of financial services and fund operations.
- Commitment to high professional standards, including equality, diversity and the Nolan Principles.

Desirable

- Quick to learn and able to adapt to new tasks and systems.
- Forward-thinking with the ability to anticipate future needs and implications.
- Enthusiastic about continuous learning and personal development.

What we offer

10% employer pension contribution, 26 days' annual leave plus 3 extra days over Christmas, hybrid working, private medical insurance, enhanced family-friendly pay, study sponsorship and more. Ask us for our full benefits summary.

We are committed to building an inclusive team and welcome applications from all backgrounds. If you need any adjustments during the recruitment process, just let us know.

Our values

Collaboration
We work together to build and sustain strong partnerships both internally and externally

Responsibility
We are committed to deliver on our promises, meet the needs of our stakeholders and go the extra mile

Integrity
We act with honesty, ethics, and respect in everything we do

Diversity
We respect and celebrate our differences and create an inclusive environment where everyone feels welcome