

Role Profile: Paralegal - Funds

Functional Title: Paralegal - Funds	Rank: Analyst
Department: Legal	Reporting to: Global Head of Funds - Legal
Location: London	Employment Type: Permanent

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries co-investments), private credit, and clean energy. Created in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors.

As of Q4 2021, Capital Dynamics oversees more than USD 13 billion in assets under management and advisement, and employs approximately 160 professionals globally across 14 offices in Europe, the Middle East, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investing, receiving the highest marks from the UNPRI for its Strategy & Corporate Governance, and investment strategies. For more information, please visit: www.capdyn.com

Department Overview:

Legal & Compliance:

The Capital Dynamics Legal & Compliance team manages all legal, regulatory and compliance issues relating to the Capital Dynamics group and its funds. The team consists of a global team of lawyers and compliance officers who act as the primary contact for internal and external stakeholders in respect of corporate and product related legal and compliance matters.

Role Purpose:

Capital Dynamics is seeking an Investment Funds Paralegal, located in London, who will support multiple members of the in house legal team on a variety of transactions.

Tasks and Responsibilities:

To succeed in this role, you will:

Fund Formation

- Prepares incorporation and formation documents, including amendments, and dissolutions
- Prepares initial short form agreements
- Prepares board consents and stockholder consents
- Completes and files Form SS-4s to obtain EINs, as well as other tax related forms
- Prepares securities filings prior to fund closings for submission to the applicable regulatory authority (eg. Form IDs, Form Ds, LP5s and LP6s)
- Interfaces with external corporate service providers, including legal counsel, fund administrators, depositaries and others, for fee quotes and regularly following their appointment
- Undertakes a legal verification of the private placement memorandum (PPM), and assists with the drafting thereof
- Assists with the drafting of any supplemental PPMs and amended PPMs to reflect material changes in the terms or in order to provide investor updates as required

- Monitors the marketing/sales process, including interfacing with various deal team and business development team members, to ensure that all necessary regulatory, security law, compliance and tax concerns are addressed
- Drafts regulatory submissions required in order to market the fund in such jurisdictions
- Assists in arranging for the appointment of paying agents and fund representatives in certain jurisdictions

Private Funds Tracking and Reporting

- Subscription booklet tracking and indexing
- Reviews investor subscription booklets and identifies follow up items
- Contacts investor regarding follow up items relating to their subscription booklet
- Generates and maintains fund status chart listing investor information
- Generates custom reports as needed

Electronic Closing Files

- Maintains executed electronic copies of all governing fund agreements, resolutions, opinions, support certificates, fund tax forms, securities filings, etc.
- Maintains electronic copies of subscription booklets and related side letters
- Updates subscription booklet materials with revised documents from investors
- Updates closing checklist as new fund related documents and agreements are complete
- Assists in preparing documents for data-room publications

Closings

- Handles signature page distribution and collection
- Prepares or reviews closing notices and board resolutions
- Obtains executed legal opinions and final tax reports
- Identifies and resolves problems that arise in respect thereof

Post-Closing Services

- Prepares and distributes final closing book index and assembles final closing book for internal and external use
- Uploads original closing files to database and sends final fund closing documents offsite
- Assists with the most favored nation (MFN) election process
- Prepares a master side letter of agreed terms
- Prepares a summary of advisory board notifications and consents
- Prepares a summary of management fees and related discounts
- Assists on ad hoc regulatory compliance matters
- Reviews fund terms relevant to the extension and winding up of the fund, and coordination and instruction of external counsel and other services providers
- Assists with investor transfers
- Prepares investor consents as necessary

This description is for guidance purposes only. You may be required to fulfil additional roles and perform additional duties as required by the Company from time to time.

Skills, Education & Qualifications:

Background & Experience

To succeed in this role, you should have at least 18 months to 2 years of investment funds experience

Skills

- Strong coordination and teamwork skills
- Planning and organization skills, including the ability to manage a number of projects concurrently
- Excellent communication skills, both written and verbal
- A proactive approach and the ability to work "hands-on" as required
- Strong problem-solving skills

Education & Qualifications

- Bachelor's degree (essential)

Competencies:

- Excellent analytical and organizational abilities
- Solid communication and management skills
- Strong IT Skills
- Creativity and initiative

Diversity and Inclusion:

Capital Dynamics is an Equal Opportunity Employer, and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 14 offices, spanning North America, Europe, the Middle East and Asia. We believe diversity and inclusion ("D&I") is key to being better at what we do and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.