

To apply, please email your resume and any additional information to [careers@capdyn.com](mailto:careers@capdyn.com)

Role: **Trainee Lawyer (Private Investment Funds)**

Location: **London**

Contract Type: **Permanent**

**About Capital Dynamics:**

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established 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. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

**Legal & Compliance:**

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, compliance officers, trainee solicitors and paralegals 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 a Trainee Lawyer to join our Funds Legal team located in London.

Working along the wider fund legal team, the role holder will support all Capital Dynamics funds structuring and formation activities for our private funds and investments.

The ideal candidate will have experience working as a paralegal in a leading private funds legal firm, with proven experience supporting fund formation activities.

**Tasks and Responsibilities:**

- Prepares incorporation and formation documents, including amendments, and dissolutions.
- Prepares initial short form agreements, board consents and stockholder consents.
- Completes and files tax related forms (e.g. IRS SS-4 forms to receive an employment identification number).
- Prepares securities filings prior to fund closings for submission to the applicable regulatory authority (e.g. 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.
- Assists in drafting partnership agreements, PPMs, subscription agreements, management agreements and other similar fund documentation.
- Undertakes a legal verification of the private placement memorandum (PPM).
- 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.
- Contacts investor regarding follow-up items relating to their subscription booklet.
- Maintains executed electronic copies of all governing fund agreements, resolutions, opinions, support certificates, fund tax forms, securities filings, etc.
- Updates subscription booklet materials with revised documents from investors.
- Prepares and distributes final closing book index and assembles final closing book for internal and external use
- Reviews fund terms relevant to the extension and winding up of the fund, and coordination and instruction of external counsel and other services providers.

**Education and Qualifications:**

- A minimum of 2 to 3 years working as a Paralegal in a similar role, ideally within a leading private funds firm or asset manager.
- Bachelor's degree and GDL or LPC.
- Other Legal qualification is preferred but not essential.
- Understanding of the regulatory and legal requirements within the financial services sector.

**Languages:**

- Must be fluent in English, and display superior writing skills.
- Additional language skills, preferably German, Italian, Spanish, French, Korean or Japanese, though not essential.

**Diversity & 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 13 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.

Please inform our recruitment team if you have a disability, condition or difference that may require us to make any adjustments as part of your application process or during employment.