

About Ceniarth

Ceniarth is an impact-first single-family office and private foundation. We focus on investing in solutions that create positive social and environmental change for underserved communities globally. Our mission is to provide patient, flexible capital that addresses critical needs in areas like agriculture, energy access, affordable housing, and financial services.

We use a diverse range of investment tools, including direct investments and investments in funds. Our approach allows us to support both established enterprises and innovative business models in new or difficult markets.

Our team of fourteen has a unique blend of expertise to serve the mission. We bring together backgrounds in social entrepreneurship, social & institutional finance, development economics, public health, management consulting, investment operations and cross-border tax and legal expertise. This combination allows us to make informed investment decisions and navigate the complexities of global impact investing.

Explore our investments on our website: ceniarthllc.com

About the Role: Investment Operations Associate at Ceniarth

In this role, you will play an important part in supporting our investment activities by ensuring the smooth operation of our back-office functions. You will work with the Investment Operations Lead, the investment team and our finance, tax and KYC officers, contributing to a variety of tasks essential for effective portfolio management.

Location: London, UK

Pay: Competitive; commensurate with experience

Commitment: Full time, with the potential for part-time 4 days a week role

Responsibilities

- Assist with portfolio monitoring activities, including data entry and maintenance in our portfolio monitoring system (iLEVEL) and Excel.
- Support deal execution processes, such as preparing and managing deal documentation.
- Contribute to regulatory compliance efforts by assisting with the completion of KYC forms and annual reporting.
- Assist with adding new deals to our website and maintaining the existing ones.
- Track payments, troubleshoot discrepancies, and maintain accurate records.
- Potential to identify opportunities to streamline processes and improve operational efficiency.

Your Profile

- Top-tier undergraduate education
- 1-2 years of experience in financial operations, mid/back-office roles, or related fields. Recent graduates with a strong academic background are also encouraged to apply.

- Strong attention to detail and process execution
- Proficiency in Microsoft Office Suite, with good Excel skills.
- Demonstrated interest in impact investing.
- Experience with portfolio management systems (e.g., iLEVEL) is a plus.
- Eligible to work in the UK.

To Apply

Please submit your CV and a brief cover letter to jobs@ceniarthllc.com with the subject line "Investment Operations Application – [Your Name]".

Ceniarth welcomes candidates from diverse backgrounds.