



# Business and Operation Manager – Legal Assets

Experience level : **Intermediate**

Entity : **SYZ Capital**

Office : **Pfäffikon/Freienbach**

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As part of its strategic ambitions, SYZ Capital is strengthening its Legal Assets Team, under the supervision of the Head of Legal Assets

This role sits at the intersection of investments, legal structuring, and fund operations, ensuring seamless execution across the lifecycle of investments, from onboarding and structuring to monitoring, reporting, and distributions.

The position gives exposure to a fast-growing, uncorrelated asset class (litigation finance), and the opportunity to work on complex, high-profile legal cases across jurisdictions. The candidate will be part of building a scalable institutional platform and will have direct interaction with senior investment professionals and external partners.

## JOB SUMMARY

SYZ Capital is seeking a Business & Operations Manager to support and scale its Legal Assets platform, including litigation finance, class actions, and related legal strategies.

The candidate will play a key role in institutionalizing processes, supporting complex cross-border legal investments, and acting as a central coordination point between investment teams, external counsel, fund administrators, and investors.

## Key responsibilities

### 1. Investment & Transaction Execution

- Coordinate onboarding and execution of litigation finance investments (direct cases, portfolios, co-investments, law firm lending)
- Support structuring investments across jurisdictions (UK, EU, US), including SPVs and fund vehicles
- Manage capital calls, funding schedules, and case-level cash flow tracking
- Interface with external law firms and funders on documentation and execution timelines

### 2. Fund Operations & Administration

- Oversee operational aspects of Legal Assets funds and mandates:
  - Capital account management (including equalization where relevant)
  - NAV coordination with administrators (case valuation inputs, accruals, FX)
  - Fee calculations (management fees, performance fees, case-level waterfalls)
- Manage annual audit on funds.
- Ensure smooth coordination with external fund administrators, auditors, and custodians

### 3. Portfolio Monitoring & Data Management

- Build and maintain robust case tracking systems:
  - Status (filing, certification, trial, settlement)
  - Budget vs. actuals
  - Duration and expected timelines
- Aggregate portfolio-level KPIs:

- Aggregate performance metrics
  - Deployed capital, MOIC, DPI, IRR (case and fund level)
- Support valuation processes, including inputs from legal counsel and internal models

#### 4. Investor Reporting & Communications

- Assist investment team and business development team in producing high-quality quarterly investor reports:
  - Portfolio updates
  - Performance metrics and attribution
- Support responses to LP due diligence requests
- Contribute to marketing materials and fundraising documentation (PPMs, DDGs)

#### 5. Legal & Structuring Coordination

- Work closely with the investment team and external counsel on:
  - Fund structuring (including underlying SPVs)
  - Investment agreements (LFAs, participation agreements, SPVs)

#### 6. Process Building & Platform Scaling

- Design and implement scalable operational processes tailored to litigation finance
- Improve tooling (Excel models, dashboards, potential system implementation)
- Establish best practices for:
  - Case onboarding
  - Data standardization
  - Documentation workflows

#### 7. Risk & Compliance Oversight

- Monitor operational risks (case concentration, funding exposure, liquidity)
- Ensure proper documentation and audit trails for all investments
- Coordinate with compliance on AML/KYC and regulatory requirements

## Your profile

Professional Experience required | Mandatory:

- 5–10 years of experience in:
  - Alternative investments operations (private equity, private credit, secondaries), or
  - Litigation finance / legal asset management, or
  - Fund administration with exposure to complex strategies
- Strong understanding of fund structures and capital mechanics
- Solid grasp of:
  - Fund accounting, NAV processes, capital accounts
  - Performance metrics (IRR, MOIC, DPI)
- Advanced Excel skills (data structuring, modeling)
- Familiarity with legal documentation and litigation processes is a strong plus

Key Competencies and Personal Attributes:

- Can-Do attitude | Autonomous, proactive, and self-driven, with problem-solving capabilities and ability to manage multiple tasks simultaneously.

- Flexible and resilient under pressure, particularly during peak activity periods.
- Strong project management capabilities and analytical mindset, with a proven ability to identify and solve complex issues in fast-paced environments.
- High level of integrity, independent and self-motivated, while also being a collaborative team player.
- Strong interpersonal skills with a partnership-oriented approach; structured and methodical in work execution, with the ability to effectively prioritize and meet deadlines.
- Highly organized, detail-oriented, and process-driven
- Ability to manage multiple stakeholders (investment team, lawyers, admins, LPs)
- Entrepreneurial mindset, comfortable in a growing platform

Language Competencies:

- Excellent command of both written and spoken English.

IT Skills:

- Comfortable working with IT systems and data management tools; advanced proficiency in Microsoft Excel, Word & Powerpoint.

Education:

- Bachelor's degree; and Master's degree or other financial qualifications viewed favorably

