

JOB PROFILE

Job Title:	Head of Family Offices
Job Location:	Lagos or Abuja, (Nigeria) or Dubai (United Arab Emirates)
Job Status:	Full-Time
Reports to:	CEO
Key Interfaces:	Potential and Existing Clients, Internal Stakeholders, Regulators, Investors, Media etc.
Job Overview:	<p>We seek an experienced professional as Head of Family Offices, with the competencies to lead and manage the strategic direction, operations, and overall management of the company's multi-family office operations (registered in Dubai). The Head of Family Office will provide comprehensive financial and lifestyle management services for High-Net-Worth clients, Family Businesses/Offices, Foundations, Trusts etc. This responsibility reflects a holistic approach to wealth management, incorporating legacy-building alongside financial growth.</p> <p>The ideal candidate will manage the complex, financial, legal and personal affairs of high-net-worth families, and will collaborate with external advisors such as financial planners, attorneys and tax experts to provide a comprehensive suite of services. The primary goal is to ensure the family's financial stability, preserve wealth across generations, support the family's lifestyle and legacy goals.</p>

Principal Responsibilities & Duties	<ul style="list-style-type: none"> ▪ Financial Management – Oversee all aspects of the clients' finances including budgeting, cash flow management and financial reporting. ▪ Investment Planning – Develop investment strategies tailored to the clients' goals, risk tolerance and financial aspirations. ▪ Portfolio Management – Manage the clients' investment portfolios, ensuring they are diversified and aligned with market trends and opportunities. ▪ Risk Assessment – Conducting due diligence related to investments and legal liabilities, monitoring portfolio performance to optimize returns while minimizing risks. ▪ Compliance – Expertise in ensuring that Estate plans comply with legal requirements, and that they are structured to minimize tax liabilities. ▪ Estate Management – Establishing and managing Trusts that facilitate wealth transfer to future generations. ▪ Legal Duties – Work closely with legal advisors to draft Wills, establish Trusts and manage property acquisitions, distribution of assets and property transfer according to the clients' wishes. ▪ Administrative Duties – Maintaining detailed records and facilitating communication between trustees, beneficiaries, financial institutions and other external stakeholders, promoting transparency and accountability. ▪ Tax Planning – Develop tax strategies to optimize the clients' financial positions while remaining compliant with local and international tax laws. ▪ Tax Compliance – Work with tax advisors to prepare and file tax returns, manage tax payments and address any tax-related issues. ▪ Tax Advisory – Advice on tax implications related to investments, estate planning and philanthropic activities, ensuring that the family office takes advantage of potential tax-saving opportunities. ▪ Family Governance – Providing strategic support to establish governance structures such as family councils or boards ▪ Succession Planning – Oversee the implementation of a succession program to ensure the long-term continuity of the family office and family wealth.
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Attributes, Qualifications & Skills	<ul style="list-style-type: none">▪ Deep financial knowledge and a strong understanding of investments, finance, risk management, wealth management and regulatory frameworks.▪ Proven track record of working with ultra-high net worth families, as well as familiarity with the intricacies of family office operations.▪ Excellent communication and interpersonal skills, with a personable approach and credibility.▪ Trustworthiness, discretion and respect for clients' confidentiality.▪ Exceptional soft skills to navigate complex family dynamics, build trust and educate family members on financial matters.▪ Commitment to long-term relationships with the clients.▪ Business acumen, high level of integrity and ethical conduct.▪ Commitment to high quality standards and attention to details.▪ Educational Qualifications:<ul style="list-style-type: none">• A strong academic and technical background, with a first or higher degree in business administration, finance, economics, accounting, or a related field.
Why Join Us?	<ul style="list-style-type: none">▪ An opportunity to work in a fast-growing, innovative organization with distinctive investment management capabilities.▪ A collaborative culture that values integrity, impact, innovation and rewards.▪ Competitive compensation, benefits and perks, as well as performance incentives.
How to Apply?	<ul style="list-style-type: none">▪ Interested and qualified candidates should send their resumes to careers@iron.africa. Only qualified candidates will be contacted.