

## **SALI Fund Services Legal Intern**

### **Firm Summary:**

Founded in 2002 and based in Austin, TX, SALI Fund Services ("SALI") provides a turn-key solution for the creation and administration of Insurance Dedicated Funds ("IDFs"). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 130 separate IDFs with over \$14 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

### **Position Summary:**

SALI is seeking an Intern to work closely with our legal and compliance department. The role requires superior writing skills, organizational skills, and attention to detail, as well as an interest in law and/or finance. Our ideal candidate is self-motivated, resourceful, and ambitious.

### **Responsibilities:**

- Support team in creating and revising various legal documents and contracts
- Assist team with assorted Compliance tasks
- Maintain document libraries and databases
- Generate reports and assist team with meeting and discussion preparations
- Collaborate with the Fund Development and Accounting teams to deliver legal documents to clients

### **Desired Skills and Experience:**

- Ability to work 15-20 hours per week during school year, and full-time during the summer
- Excellent written and verbal communication skills, as well as time-management skills
- Strong PC-related skills (Excel, Word, Outlook or other software applications) a necessity
- Broad understanding of investments preferred but not required
- Willingness to "roll up your sleeves" and assist in any way necessary

### **Compensation:**

\$12/Hour

Please send a cover letter, resume, and writing sample to [smathews@sali.com](mailto:smathews@sali.com)