IRON

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:	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. 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.
Principal Responsibilities & Duties	▪ ***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.

Attributes, Qualifications & Skills	▪ 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: • 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?	▪ 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?	▪ Interested and qualified candidates should send their resumes to careers@iron.africa. Applications should be sent on or before 5:00PM, 1st August 2025. Only qualified candidates will be contacted.	