

ROLE: Back Office Manager, Asset Management

JOB TITLE AND INFORMATION SECTION

ROLE IDENTIFICATION	
Role Title	Back Office Manager, Asset Management
Employment Rate	100%

LOCATION OF ROLE IN ORGANIGRAM	
Location	Port Louis, Mauritius
Division	Asset Management
Reporting to	Head of Operations, Asset Management, Geneva

JOB PURPOSE AND DUTIES

ROLE PURPOSE
The Back Office Manager will be strengthening the Mauritius Back Office Team. Aside from managing the team, duties will mainly consist of client onboarding, data maintenance, portfolio valuation and reporting, as well as taking an active part in the implementation of client portfolios onto the new Portfolio Management System.

ROLE RESPONSIBILITIES		
No	Duties/Tasks	
	Client Onboarding and Data Maintenance: <ul style="list-style-type: none"> Gather all information related to clients' assets, manage relationship with internal and external counterparties Review the accuracy of online data feed as well as manual import of offline data Actively take part in the implementation of client accounts and portfolios in the Portfolio Management System and Reporting tool Daily reconciliation and data integration for automated feeds, monthly reconciliation of manual accounts Set up online access to banks, custodians Ongoing liaison with key stakeholders and custodians 	Daily/Monthly

	Portfolio Valuation and Reporting <ul style="list-style-type: none"> • Monthly preparation on Portfolio valuation • Quarterly reporting on clients' assets • Responsibility for data accuracy and consistency for both automated and manual accounts 	Monthly/Quarterly
	Processes <ul style="list-style-type: none"> • Initiate and manage the update and improvement of processes & procedures to increase efficiency and effectiveness, as well as mitigate all risks 	Adhoc
	Team Management <ul style="list-style-type: none"> • Managing team members' workload and deadlines • Setting team's objectives and review performance regularly • Report to Head of Operations 	Daily

REQUIRED QUALIFICATIONS AND COMPETENCIES	
Training	<ul style="list-style-type: none"> • Degree in Economics, Finance or Accounting, or any equivalent qualifications • ACCA or CFA qualified or working towards one of these will be considered an asset
Main Experience	<ul style="list-style-type: none"> • At least 5 years of experience in investment management firm or banking environment • Good knowledge and understanding of investment asset classes • Prior experience in a senior Operations / team management position
Soft Skills	<ul style="list-style-type: none"> • Ability to work well in a team-oriented environment • Excellent communication skills (verbal & written) • Strong leadership skills while able to perform the operational tasks together with the team • Strong organizational skills, detail-oriented and rigorous • High degree of autonomy • Flexibility and ability to cope with tight deadlines in an ever-evolving environment
Languages	<ul style="list-style-type: none"> • English mandatory (fluent) • French desirable (conversational)