

ROLE: Back Office Accountant, Asset Management

JOB TITLE AND INFORMATION SECTION

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

LOCATION OF ROLE IN ORGANIGRAM	
Location	Port Louis, Mauritius
Division	Asset Management
Reporting to	Finance Manager (MRU) / Head of Operations (GVA)

JOB PURPOSE AND DUTIES

ROLE PURPOSE
The Back Office Accountant will be strengthening the Back Office Asset Management Team. The duties will mainly consist of client onboarding, data maintenance, portfolio reconciliation, valuation and reporting.

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 Daily reconciliation and data integration for automated feeds, monthly reconciliation of manual accounts based on bank statements 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 Set up online access to banks, custodians Ongoing liaison with key stakeholders and custodians 	Daily/Monthly

	<p>Portfolio Valuation and Reporting</p> <ul style="list-style-type: none"> • Monthly preparation on Portfolio valuation • Quarterly reporting on clients’ assets • Responsibility for data accuracy and consistency for all automated and manual accounts <p>Processes</p> <ul style="list-style-type: none"> • Participate to the improvement of processes & procedures to increase efficiency and effectiveness, as well as mitigate all risks 	<p>Monthly/Quarterly</p> <p>Adhoc</p>
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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"> • 2-6 years of experience in investment management firm or banking environment, in an accounting role • Good knowledge and understanding of investment asset classes is desirable
Soft Skills	<ul style="list-style-type: none"> • Ability to work well in a team-oriented environment • Excellent communication skills (verbal & written) • Strong organizational skills, at ease with handling financial data, detail-oriented, analytical and rigorous • Ability to learn how to use new softwares • 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 and French mandatory (fluent)
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Please send your CV and covering letter to recruitment@gmgfinancial.com