



Job Description

Position	HEAD FUND ACCOUNTING (100%)
Place of work	Balzers, Principality of Liechtenstein.
Employer	Anarosa Asset Management Ltd. Schlossweg 9 9496 Balzers
Reporting to	Group Head Accounting & Controlling
Recruitment Contact	Debbie Thoma, HR +41 (0)44 289 90 55 / jobs@monterosagroup.com

Anarosa Asset Management Ltd. belongs to Monterosa, an independent financial services group with a global footprint, servicing approximately USD 10bn in assets. The Group was founded in 1996 and provides investment solutions for emerging and developed markets. Our close-knit team of over 60 professionals represents more than 17 nationalities at our offices in Balzers (Liechtenstein), Dubai, Hong Kong, Port Louis (Mauritius), Singapore and Zurich.

To attract the best talents, we empower our people and support them in their professional development. It is only by giving our talents room to grow, that we are able to provide our stakeholders with the superior service level that we demand of ourselves.

Responsibilities

Direct leadership of and hands-on involvement in the small three-member Fund Accounting team based in Liechtenstein and functional leadership of a three-member team based in Hong Kong, ensuring seamless coordination and consistency across both locations.

The Fund Accounting team collaborates closely with internal investment managers and external service providers (e.g. fund administrators, custodian banks and auditors), performs middle- & back-office activities thereby supporting all relevant internal and external stakeholders. The team supervises the service providers, coordinates activities of various entities and the information flow among investors, investment advisors, investment managers and fund administrators.

The team coordinates subscriptions and redemptions of investors, as well as any related corporate action affecting the funds within their respective regulatory framework.

The Fund Accounting team is responsible for the smooth operation of the group's investment companies ensuring compliance with local regulations. As part of this, the team coordinates the implementation of investments (listed and unlisted), replicates the bookkeeping of all funds, controls the Net Asset Value (NAV) calculation, performs investor reporting, cash management and liquidity planning.

The new team member will initially be trained to obtain a solid grasp of all the aforementioned activities, the focus will then be on the following tasks:

Primary tasks

- Lead the team of three Fund Accountants and operations specialists
- Fund accounting
- Supervision of subscriptions and redemptions
- Reconciliation of cash- and securities positions and shadow bookkeeping of external fund accounting records
- Reconciliation of net asset values
- Verification and distribution of fund data incl. NAVs to external stakeholders
- Preparation of regular reporting to investment managers
- Security valuations and audit preparation
- Involvement in special projects as required

Secondary tasks

- Verification of investment allocations and avoidance of regulatory breaches
- Involvement in respect of cash management and/ trade execution functions
- Support in the groups' network management efforts

Requirements/Experience

- Bachelor Degree in Finance or Accounting
- 5 years of prior work experience in banking or finance with exposure to fund administration
- Leadership experience
- Strong knowledge of fund accounting principles and practices
- Keen interest in global financial markets particularly emerging markets
- Exact, reliable, detail oriented, structured and well organized working style
- Fluent in English and in German. Proficient in MS Office (mainly MS Excel), knowledge of VBA is a plus

Skills & Competences

- Proven leadership skills with the ability to manage and motivate a diverse team
- Collaborative team player with a high level of motivation and self-initiative, eager to learn and develop within a challenging international setting
- Goal oriented with a high focus on details and quality
- Excellent communication and interpersonal skills, capable of building effective relationships across different cultural and professional backgrounds
- Flexible and process oriented mind set
- Strong analytical skills
- Ability to understand complex processes
- Ability to work under time constraints
- Displays optimism and enthusiasm, with a willingness to contribute to the success of a dynamic and successful organization