



Job Description

Position	FUND ACCOUNTANT / OPERATIONS SPECIALIST (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 more than 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

The Fund Accounting Team collaborates closely with international investment managers and the most important service providers such as fund administrators, custodian banks and auditors, performs various middle- & back-office activities supporting our international investment managers as well as all relevant internal and external stakeholders. The team supervises the service providers, coordinates the activities of various entities and the flow of information amongst investors, investment advisors, portfolio managers and the fund administrators.

The team coordinates subscriptions and redemptions of investors, as well as any related corporate actions affecting the funds in line with the 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 would initially be trained to obtain a solid grasp of all the aforementioned activities, but the focus would then be as follows:

Primary tasks:

- 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 parties
- 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 certain cash management and/ trade execution functions
- Supporting the groups network management efforts

Requirements/Experience

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

Skills & Competences

- 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
- 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