

VACANCY



Fund Operations Officer
Apply at: hr@treppides.com

Position: Fund Operations Officer | TR/1117/FOO

We hire graduates to join K.Treppides & Co Ltd, in our Nicosia Office and start their career in the Fund Administration and Consulting department.

Candidates may be required to travel to Singapore for a small period of time for training.

Entry Requirements:

- BSc Accounting and Finance, BSc Economics, BSc Mathematics/Statistics or any other related field.
- UK University graduates with at least an upper second-class honors degree (2:1), University of Cyprus and Greek Universities graduates with at least 7.5 GPA, Local Private Universities with at least 3.5 GPA, USA Universities with at least 3.5 GPA, Other University with at least 3.5 GPA or equivalent grade.
- Excellent analytical and written communication skills in both Greek and English languages.
- IT literate.

Major Duties & Responsibilities:

- Acquire knowledge of different kind of exotic financial instruments including over-the-counter ("OTC") products.
- Operate in backroom trades settlement and gain experience in different kinds of financial products.
- After the training period they will be able to resolve settlement breaks.
- Liaising with prime brokers, administrators and counterparties.
- Review and confirm the net asset value ("NAV") numbers prepared by fund administrator for all funds.
- Send and verify performance numbers which are updated in various data providers' databases.
- Upload daily trade files into the portfolio management system (Key manually in case of non-automated trades).
- Setting up instruments in Portfolio Management system, booking of complex trades and corporate actions.
- Comfortable with manual processes and able to improvise with automation.
- Support the entire audit process for the various funds.
- Provide support in reconciling and monitoring daily activity.
- Maintain cash projection for all our mutual/hedge funds.

Remuneration and benefits

- An attractive package of remuneration
- Continues development
- Provident Fund
- Medical Cover

Applications:

All applications will be treated with the strictest confidentiality. Interested applicants should forward their CV's together with a copy of your academic transcript at no later than the 26th of November to hr@treppides.com quoting the reference number: **TR/1117/FOO** .

For further information please contact:

HR Department | Tel: +357 22 678 944

Treppides Tower, 9 Kafkasou Street, Aglantzia, CY-2112, Nicosia, Cyprus