

BACK OFFICE ADMINISTRATOR

Nicosia, Cyprus

MFO Asset Management Ltd operating in Nicosia, Cyprus is seeking to recruit a Back- Office Administrator.

The Company:

The company is a licensed AIF and UCITS Management Company, whose authorization is extended to cover the investment services of Portfolio Management and Investment Advice to individual clients.

Responsibilities:

Reporting to the Head of Back Office and Client Services, the successful candidate will have the following functions:

- Maintenance of client portfolios in the Portfolio Management System.
- Monitoring of transaction settlement.
- Reconciliation of cash balances with relevant banks.
- Preparation of client statements.
- Reconciliation of positions with the statements of the depositary/custodian.
- Providing reports/data to the depositary/custodian.
- Collection of legal documentation of Company clients in cooperation with the Compliance Officer.
- Opening of bank accounts and preparation/processing of bank instructions.

Requirements:

Successful candidates must fulfill the below requirements:

- University Degree in Business, Finance, Economics or other related field.
- Experience in a similar position for a minimum of 2-3 years.
- Good understanding of the financial services industry and practices.
- Excellent knowledge of the Greek and English languages, both oral and written.
- Excellent communication, interpersonal skills and teamwork attitude
- High attention to detail
- Holder of CySEC Advanced Certification will be considered an advantage.

Remuneration:

A competitive remuneration package will be offered to the successful candidate, according to qualifications and experience.

All applications are considered strictly confidential. In case you are interested to join in our dynamic team, please send your CV to careers@mfoasset.com