

JUNIOR FUND ADMINISTRATOR

We are currently looking to employ a full-time Junior Fund Administrator to join our team of professionals.

Basis: Full time

Duties

- Processing of security and cash transactions for portfolios
- Reconciliation of cash, positions and market value
- Preparation of Net Asset Value calculations
- Processing of subscriptions and redemptions activity for various funds
- Liaison with custodians, brokers and other intermediaries of various fund portfolios
- Respond to client enquiries in a timely and efficient manner
- Periodic client, investor and regulatory reporting

Qualifications and Skills

- Early stages of ACCA or degree in Financial Services
- Good accounting background and knowledge of investments
- 1-2 years relevant work experience (ideally in a fund environment)
- Attention to detail, highly organized and the ability to work on his/her own initiative and within a team
- Ability to meet strict deadlines and multi-task
- Proficient use of Microsoft Office package (esp. MS. Excel)
- Good communication skills, both written and spoken
- Motivated to continuously grow in our team of professionals

Benefits

- Excellent career development opportunities whilst working with a leading international player in the financial services sector
- Attractive remuneration package commensurate with experience and qualifications
- ‘On the job’ training will be provided

Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications to the Head of Fund Services at the following address:

Trident Trust Company (Malta) Ltd
The Cornerstone Complex, Level 3, Suite 3
16th September Square
Mosta MST 1180, Malta

Alternatively you may send your C.V. to kbonnici@tridenttrust.com