



Now Hiring

Fund Operations Analyst

FMG – Fund Management Group is a pioneer and specialist in emerging and frontier market investments. We have been investing in these markets since 1989 and offer investors extensive experience, disciplined risk management and dynamic investment solutions. The group includes privately held investment management companies based in Malta and Bermuda. Our investors are high net worth individuals and institutions from all continents across the globe. FMG offers an efficient approach to investing in the world's most exciting markets. FMG is a growing company and we are now hiring a **Fund Operations Analyst** to our team.

Role and Responsibilities

- Reviewing NAVs
- Reconciling broker balances and administering back-up documentation
- Placing trades with brokers, updating database and documenting
- Record compliance related matters
- Liaising with transfer agents
- Daily reports to the Malta Stock Exchange
- Producing third party and management reports
- Maintaining relationships with Investors, Investment Advisors/Managers, Banks, Brokers and Auditors
- Working with Investor Relations, Investment Management department and other departments as required
- Administration and monitoring of third parties in relation to Service Level Agreements (SLA)

Requirements

- University or College degree, preferably in accounting/finance/business/management
- Minimum two-year experience working at a fund administrator or similar company
- A proven interest in the financial markets and hedge fund industry
- Intermediate to advanced level Microsoft Excel skill
- Strong aptitude for numbers and accuracy
- Ability to meet deadlines
- Excellent proficiency in English, verbal and written
- Independent, self-motivated, problem solver who enjoys working in a team

FMG offers an international team environment and a career path with exposure to all areas associated with Fund Management, such as sales, investment management, accounting, risk management and investor relations. Funding and time to study in the direction of a chosen career path will be provided. Our infrastructure allows for occasionally working from home when desired work delivery has been met. The FMG Group is growing rapidly and progression opportunities will present themselves.

Location: Sliema Malta (parking provided), Admittance: ASAP, Hours: full time

Please send a covering letter & C.V. to hr@fmgfunds.com